

Workshops | May 2019

Job Center Southeast at UMOS | 2701 S Chase Avenue, Suite A | Milwaukee, WI

Onsite Recruitments | Use chrome or Firefox for your search: <http://bit.ly/jcwmilw>

Pre-registration is required | Call (414) 979-9211 or hand a completed form to a staff (See Back)

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Resume Critique 9:30a.m. – 12:00p.m.	2	3
6 Write an Effective Resume 1:30p.m. – 3:30p.m.	7 Ability Profiler Assessment 1:00p.m. – 3:00p.m.	8 Resume Critique 9:30a.m. – 12:00p.m. Intro to Computers 9:30a.m. – 11:30a.m.	9 LinkedIn 9:00a.m. – 11:00a.m. Get Motivated! 10:00a.m. – 12:00p.m. Choice, Change & Adjustment 1:00p.m. – 3:00p.m.	10
13 Effective Job Search Strategies 10:00a.m. – 11:30a.m.	14	15 Resume Critique 9:30a.m. – 12:00p.m. Pipeline Resume & Letter of Explanation (LOE) 1:00p.m. – 3:00p.m.	16 Interviewing 9:30a.m. – 11:30a.m. Mature Workers 1:30p.m. – 3:30p.m.	17
20 Write an Effective Resume 1:30p.m. – 3:30p.m.	21 Job Search in the 21st Century 9:00a.m. – 11:30a.m.	22 Resume Critique 9:30a.m. – 12:00p.m. Intro to Computers 9:30a.m. – 11:30a.m.	23 LinkedIn 9:00a.m. – 11:00a.m.	24
CLOSED  27	28 Soft Skills 9:00a.m. – 11:30a.m.	29 Resume Critique 9:30a.m. – 12:00p.m.	30 Interviewing 9:30a.m. – 11:30a.m.	31

Former Offender Pipeline to Employment Seminars | May 6th – 17th | 9 a.m. – 12 p.m.

This is a two-week program at Job Center Central | 4201 N 27th Street on the 6th floor, Suite 602

Contact | Jessie Boothe at (414) 445-2005 or Jessie.Boothe@dwd.wi.gov

*** DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9666 and press 6 to request information in an alternate format, including translated to another language.

Workshops | Please check-in at the Resource Room in Suite A

Ability Profiler

Ability Profiler can help you learn more about your abilities and see how they compare in careers that interest you.

Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.

LinkedIn

This workshop will give you the basics of LinkedIn, from creating to updating your account. Make the most of your online presence.

You will need an email prior to the workshop

Soft Skills

Soft skills are very important at work but are often intangible and difficult to quantify. Find out what the top 10 soft skills are and how to demonstrate them effectively.

Write an Effective Resume

This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume.

A resume will not be prepared in this workshop

Interview Stream

Helps job seekers prepare for job interviews by creating a video under no pressure. Also allows to practice and develop their skills while seeing their strengths and challenges.

By Appointment only: Call (414) 389-6607

Job Search in the 21st Century

Social media is a part of most people's everyday lives and can be a very powerful method to helping you find a job. From networking to researching potential employers, there are a few smart ways to use social media in your job search.

Intro to Computers

This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.

Keyboarding Practice Sessions

A session designed to help you learn all the keyboard functions using fun and interactive learning games. This is great if you also want to increase your typing speed!

Choice, Change & Adjustment

This introductory workshop presents resources and info for you to increase your self-awareness, consider choices and begin the process of Career Exploration and Planning.

Reentry Resume & Letter of Explanation (LOE)

Justice-involved individuals will have the opportunity to work with the facilitator and create a personalized LOE that can be used when networking or applying for employment opportunities. Resumes developed to highlight skills and abilities and avoid gaps in employment.

Mature Workers

This workshop gives you strategies for **mature job-seekers** who are over 50 and looking for work, not quite ready to retire, or want a job to supplement their retirement income.

TapDance Timed Typing Test

This is a 5-minute keyboarding test required for some State clerical jobs. It is good to know your Words Per Minute (WPM) and your error rate.

Effective Job Search Strategies

This workshop will ease the stress and help you with your job search by giving tips and techniques on how to organize, develop and employ an effective job search.

Interviewing

This workshop will discuss how to prepare and present yourself and your skills to make a great impression and tackle how to answer tough interview questions.

Get Motivated!

This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.

Resume Critique

Please call for an appointment time at (414) 979-9211.

Name _____ Phone (_____) _____ - _____

Birth Date (MM/DD/YYYY) _____

Workshop Name _____ Workshop date _____

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