

## 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 <b>Resume Critique</b> 9:30a.m. – 12:00p.m.	2	3	
6 <b>Write an Effective Resume</b> 1:30p.m. – 3:30p.m.	7 Ability Profiler Assessment 1:00p.m. – 3:00p.m.	8 <b>Resume Critique</b> 9:30a.m. – 12:00p.m. <b>Intro to Computers</b> 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 <b>Resume Critique</b> 9:30a.m. – 12:00p.m. <b>Pipeline Resume &amp;</b> <b>Letter of Explanation</b> <b>(LOE)</b> 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 21 <sup>st</sup> Century 9:00a.m. – 11:30a.m.	22 <b>Resume Critique</b> 9:30a.m. – 12:00p.m. <b>Intro to Computers</b> 9:30a.m. – 11:30a.m.	23 <b>LinkedIn</b> 9:00a.m. – 11:00a.m.	24	
CLOSED 27	28 <b>Soft Skills</b> 9:00a.m. – 11:30a.m.	29 <b>Resume Critique</b> 9:30a.m. – 12:00p.m.	Interviewing 9:30a.m. – 11:30a.m.	31	
Former Offender Pipeline to Employment Seminars   May 6 <sup>th</sup> – 17 <sup>th</sup>   9 a.m. – 12 p.m. This is a two-week program at Job Center Central   4201 N 27 <sup>th</sup> Street on the 6 <sup>th</sup> 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.

A proud partner of the AmericanJobCenter network

Ability Profiler       Linkedin         Ability Profiler can help you learn more about your abilities and so they compare in careers that interest you.       This workshop will give you the basics of threadin, from creating to updating your account. Make the most of your online presence.         Completion of Career Cruising Match-maker and My Skills       You will need an email prior to the workshop         Soft skills are very important at work but are often intangible and hold up antify. Find out what the top 10 soft skills are and for creating a "Besuits Driven" effective resume. Aresume will not be prepared in this workshop         Interview Stream       Job Seach inte 21 <sup>st</sup> Century         Helps job seekers prepare for job interviews by creating and develop their skills while seeing their strengths and challenges.       Soft adil and you of a soet.         By Appointment only: Call (141) 389-6607       Keyboarding Practice Sessions         Intro to Computers       Assessind designed to help you learn all the keyboard functions use social media in your job seekers prepare for job interviews by creating and interactive learning games. This is great if you also what to increase your ypling speed!         Choice, Change & Adjustment       Restored Residend to helping you find a job. From metworking or applying for employment opportunities. Resume see uportyping is peed!         This hands-on looking for workshop presents resources and helping the interview learning games. This is great if you also what bintereave your spling speed!         Choice, Change & Adjustment       TapDance Timed Typing Test         This works	Workshops   Please check-in at the Resource Room in Suite A				
see how they compare in careers that interest you.       to updating your account. Make the most of your online presence.         Completion of Career Cruising Match-maker and My Skills       You will need an email prior to the workshop         Soft Skills       Write an Effective Resume         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.       This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume. A resume will not be prepared in the workshop         Interview Stream       Job Search in the 21" Century         Helps job seekers prepare for job interviews by creating a vide use social media is a part of most people's everyday lives and can be a very powerful method to helping you, there are a few smart ways to use social media in your job search.         Intro to Computers       Keyboarding Practice Sessions         This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating wind not increase your typing speed!       Secial media in your job search.         Vide Change & Adjustment       This introductory workshop presents resources and linfo for you soft bin for you soft bin presents, sconsider choices and begin you your sole apersonalized LOS How work with the present of you and job crist and crease your yourging speed!         This introductory workshop gives you strategies for mature job-seekers who are overs 0 and looking for work, not quite ready to retire, or workshop gives on the clean how you workshop will ease the stress	Ability Profiler	LinkedIn			
assessment is a prerequisite.       Write an Effective Resume         Soft Skills       Write an Effective Resume         Soft skills are very important at work but are often intagible and how to demonstrate them effectively.       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       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 helpioyers, there are a few smart ways to use social media in your job search.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         Intro to Computers       A session designed to help you lind a job. From networking verse social media in your job search.         This hads-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.       Reentry Resume & Letter of Explanation (LOE)         Ustice-involved individuals will have the opportunities. Results of the explanation (LOE)       Lustice-involved individuals will have the opportunities. Results of the explanation (LOE)         Mature Workers       TapDance Timed Typing Test       This is a 5-minute keyboard fue to some State clere a personalized Loib. It is good to know your Works Per Minute (WPM) and your error rate.         Effective Job Search Strategies       Interviewing       This workshop is a dipoking for work, not quite ready to retire, or want a job to supplement their retirement income.       Intervi					
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.       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       Job Search in the 21 <sup>st</sup> Century         Belps job seekers prepare for job interviews by creating a videu under no pressure. Also allows to practice and develop their stengths and challenges.       Social media is a part of most people's everyday lives and can be a very powerful method to helping you find job. From networking to researching potential employers, there are a few smart ways to use social media in your job search.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         This modus and keyboard, basic computer commands and navigating Windows.       Resume all charactive learning games. This is great if you also want to increase your spleed!         Choice, Change & Adjustment       Restore of Exploration and Planning.         This workshop gives you strategies for mature job-seekers who are are over S0 and looking for work, not quite ready to retire, or are a error spleing or employment opportunities. Resume developed to highlight skills and abilities and avoid gaps in employment.         This workshop gives you strategies on mature job-seekers who are are over S0 and looking for work, not quite ready to retire, or are sell wor skills to supplement their retirement income.       Interviewig         Effective Job Search Strategies       Interviewing       Resume Critique		You will need an email prior to the workshop			
difficult to quantify. Find out what the top 10 soft skills are and how to demonstrate them effectively.       options for creating a "Results Driven" effective resume.         A resume will not be prepared in this workshop       Job Search in the 21 <sup>st</sup> Century         Social media is a part of most propel's everyday lives and can be a very day lives stor partice and develop their skills while seeing their strengths and challenges.       Social media is a part of most propel's everyday lives and can be a very day lives of partice and develop their social media in your job search.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         Intro to Computers       Keyboarding Practice Sessions         This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.       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       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 avoid gaps in employment.         Mature Workers       TapDance Timed Typing Test         This workshop gives you strategies for mature job-seekers whar are over 50 and looking for work, not quite ready to retriv, or want a job to supplement their retirement income.       Interviewing         This w	Soft Skills	Write an Effective Resume			
Interview Stream       Job Search in the 21 <sup>st</sup> Century         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.       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.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         Intro to Computers       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       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 avoid gaps in employment.         Mature Workers       TapDance Timed Typing Test         This workshop will ease the stress and help you with your job search.       Interviewing         This workshop will ease the stress and help you with your job search.       Interviewing         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.       Interviewing         Effective Job Search Strategies       Interviewing       This workshop wil	difficult to quantify. Find out what the top 10 soft skills are and	options for creating a "Results Driven" effective resume.			
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.       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.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         Intro Computers       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       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 avoid gaps in employment.         Mature Workers       TapDance Timed Typing Test         This workshop will ease the stress and help you with your job search by giving tips and techniques on how to organize, develop an effective job search.       Their wing         This workshop will hase the stress and help you with your job search by giving tips and techniques on how to organize, develop an effective job search.       This workshop will discus how to prepare and present yourself and your system sciences.         Bris workshop will ease the stress and help you with your job search by giving tips and techniques on how to organize, develop an an effective job search.       New Critique <td></td> <td colspan="3">A resume will not be prepared in this workshop</td>		A resume will not be prepared in this workshop			
under no pressure. Also allows to practice and develop their skills while seeing their strengths and challenges.       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.         By Appointment only: Call (414) 389-6607       Keyboarding Practice Sessions         Intro to Computers       Keyboarding Practice Sessions         This hands-on workshop will cover skills such as how to use a wouse and keyboard, basic computer commands and navigating Windows.       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       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       TapDance Timed Typing Test         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.       Interviewing         Effective Job Search Strategies       Interviewing       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.       Resume Critique         This interactive and motivationa	Interview Stream	Job Search in the 21 <sup>st</sup> Century			
By Appointment Only: Call (414) 389-5607         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.         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.         Mature Workers       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       TapDance Timed Typing Test         This workshop will ease the stress and help you with your job search Strategies       Interviewing         This workshop will tase the stress and help you with your job and employ an effective job search.       Interviewing         This workshop will ease the stress and help you with your job and employ an effective job search.       Resume Critique         This interactive and motivational workshop is aimed to help you       Phene (	under no pressure. Also allows to practice and develop their	very powerful method to helping you find a job. From networking to researching potential employers, there are a few smart ways to			
This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.       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       Reentry Resume & Letter of Explanation (LOE)         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)         Mature Workers       TapDance Timed Typing for employment opportunities. Resumes developed to highlight skills and abilities and avoid gaps in employment.         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 jot to supplement their retirement income.       Interviewing         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         Get Motivated!       Resume Critique Phone (	By Appointment only: Call (414) 389-6607				
mouse and keyboard, basic computer commands and navigating       using fun and interactive learning games. This is great if you also want to increase your typing speed!         Choice, Change & Adjustment       Reentry Resume & Letter of Explanation (LOE)         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.       Nature Working or applying for employment to work with the facilitator and create a personalized LOE that can be used when networking or applying for employment oportunities. Resumes developed to highlight skills and abilities and avoid gaps in employment.         Mature Workers       TapDance Timed Typing Test         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.       Interviewing         Effective Job Search Strategies       Interviewing         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.       Resume Critique         Phease (Letter of an appointment time at (414) 979-9211.       Please call for an appointment time at (414) 979-9211.         Name	Intro to Computers	Keyboarding Practice Sessions			
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.       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       TapDance Timed Typing Test         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.       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       Interviewing         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.       Resume Critique         Get Motivated!       Resume Critique         This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.       Phone ()	mouse and keyboard, basic computer commands and navigating	using fun and interactive learning games. This is great if you also			
Introduction workshop processes of Career Exploration and Planning.       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       TapDance Timed Typing Test         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.       This is a S-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       Interviewing         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.       Resume Critique         Get Motivated!       Resume Critique       Please call for an appointment time at (414) 979-9211.         NamePhone ()	Choice, Change & Adjustment	Reentry Resume & Letter of Explanation (LOE)			
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.       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       Interviewing         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.       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!       Resume Critique         This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.       Phone ()	to increase your self-awareness, consider choices and begin the	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			
are over 50 and looking for work, not quite ready to retire, or want a job to supplement their retirement income.       clerical jobs. It is good to know your Words Per Minute (WPM) and your error rate.         Effective Job Search Strategies       Interviewing         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.       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!       Resume Critique         This interactive and motivational workshop is aimed to help you reach your goals on the journey to success.       Phone ()	Mature Workers	TapDance Timed Typing Test			
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.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!Resume CritiqueThis interactive and motivational workshop is aimed to help you reach your goals on the journey to success.Please call for an appointment time at (414) 979-9211.Name	are over 50 and looking for work, not quite ready to retire, or	clerical jobs. It is good to know your Words Per Minute (WPM)			
search by giving tips and techniques on how to organize, develop and employ an effective job search. and your skills to make a great impression and tackle how to answer tough interview questions.   Get Motivated! Resume Critique   This interactive and motivational workshop is aimed to help you reach your goals on the journey to success. Please call for an appointment time at (414) 979-9211.   Name Phone ()	Effective Job Search Strategies	Interviewing			
This interactive and motivational workshop is aimed to help you   reach your goals on the journey to success.   Phone ()	search by giving tips and techniques on how to organize, develop	This workshop will discuss how to prepare and present yourself and your skills to make a great impression and tackle how to			
reach your goals on the journey to success.   Name Phone ()   Birth Date (MM/DD/YYYY)   Workshop NameWorkshop date	Get Motivated!	Resume Critique			
Birth Date (MM/DD/YYYY) Workshop Name Workshop date		Please call for an appointment time at (414) 979-9211.			
Birth Date (MM/DD/YYYY) Workshop Name Workshop date	Name Phone ()				
Workshop Name Workshop date	Workshop Name          Workshop Name				

Pre-registration is required | Call (414) 979-9211

\*\*\* 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.

## A proud partner of the AmericanJobCenter network