




Job Service Workshops | January 2019

Job Center Central at Maximus | 4201 N 27th Street on 6th Floor | 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 (backpage) to a Resource Room staff

Monday	Tuesday	Wednesday	Thursday	Friday
Closed 31 New Year's Eve	Closed 1 New Year's Day  <i>New Year's Day</i>	2	3	4 
7 Unemployment Online Claims Assistance Please bring your work searches! 9:30 – 11:30a.m.	8 LinkedIn 10a.m. – 12p.m. Job Search in the 21st Century 1:30 – 3:30p.m.	9 Resume Critique 1:00 – 2:30p.m. Interviewing 9:30 – 11:30a.m.	10 Mature Worker 10 – 11:30a.m. Intro to Computers 9:30 – 11:30a.m.	11
14 Unemployment Online Claims Assistance Please bring your work searches! 9:30 – 11:30a.m.	15	16 How to Write an Effective Resume 1:00 – 2:30p.m.	17 	18
21 Closed Martin Luther King Jr. Day 	22	23 Interviewing 9:30 – 11:30a.m. Resume Critique 1:00 – 2:30p.m.	24 Intro to Computers 9:30 – 11:30a.m.	25 Get Motivated! 9 – 11a.m.
28 Unemployment Online Claims Assistance Please bring your work searches! 9:30 – 11:30a.m.	29 Ability Profiler Assessment 9 – 11a.m.	30 How to Write an Effective Resume 1:00 – 2:30p.m.	31 Choice, Change & Adjustment 9 – 11a.m.	1 

Former Offender Pipeline to Employment Seminars | January 7th – 18th | 9a.m. – 12p.m.

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

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 arrive at the Resource Room

Ability Profiler

Tuesday, Jan. 29 | 9 – 11a.m.

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

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

Former Offender Pipeline

January 7th – 18th | 9a.m. – 12p.m.

This is a two week seminar that helps those re-entering the workforce after incarceration with job readiness, skills assessment, self-marketing tools, financial literacy, better decision-making skills and employment opportunities.

Get Motivated!

Thursday, Jan. 10 | 10 – 11:30a.m.

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

Job Search in the 21st Century

Monday, Jan. 8 | 1:30 – 3:30p.m.

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

Wednesday, Jan. 9 and Jan. 23 | 9:30 – 11:30a.m.

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.

Intro to Computers

Thursday, Jan. 10 and 24 | 9:30 – 11:30a.m.

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

Resume Critique

Wednesday, Jan. 9th and 23rd | 1:00 – 2:30p.m.

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

Mature Workers

Thursday, Jan. 10 | 10 – 11:30a.m.

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.

LinkedIn

Tuesday, Jan. 8 | 10a.m. – 12p.m.

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

Unemployment Online Claims Assistance

Every Monday | 9:30 – 11:30a.m.

Need Help with your Unemployment Claims online? We can help! We are offering weekly computer lab sessions to assist you with your initial or weekly UI claims.

Please bring your work searches!

How to Write an Effective Resume

Wednesday, Jan 16th and Jan 30th | 1:00 – 2:30p.m.

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

Choice, Change & Adjustment

Thursday, Jan. 31 | 9 – 11a.m.

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.

Name _____ Phone (_____) _____ - _____

Birth Date (MM/DD/YYYY) _____

Registering for _____ Workshop date _____

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