

# Job Service Workshops | January 2019

Job Center Southeast at UMOS | 2701 S Chase Avenue Ste. 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 (backpage) to a Resource Room staff

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Closed</b> 31</p> <p><b>New Year's Eve</b></p>	<p><b>Closed</b> 1</p> <p><b>New Year's Day</b></p> <p><i>New Year's Day</i></p>	<p>2</p> <p><b>Resume Critique</b> 9:30a.m. – 12p.m.</p>	<p>3</p>	<p>4</p>
<p>7</p> <p><b>Write an Effective Resume</b> 1:30 – 3:30p.m.</p>	<p>8</p> <p><b>Unemployment Online Claims Help</b> 9 – 11a.m.</p>	<p>9</p> <p><b>Resume Critique</b> 9:30a.m. – 12p.m. <b>Intro to Computers</b> 9:30 – 11:30a.m.</p>	<p>10</p> <p><b>Get Motivated!</b> 10a.m. – 12p.m. <b>LinkedIn</b> 9 – 11a.m.</p>	<p>11</p>
<p>14</p>	<p>15</p> <p><b>Unemployment Online Claims Help</b> 9 – 11a.m. <b>Interviewing</b> 9:30 – 11:30a.m.</p>	<p>16</p> <p><b>Resume Critique</b> 9:30a.m. – 12p.m. <b>Pipeline Resume's &amp; Letter of Explanation (LOE)</b> 1 – 3p.m.</p>	<p>17</p> <p><b>Mature Worker</b> 1:30 – 3:30p.m.</p>	<p>18</p>
<p><b>Closed</b> 21</p> <p><b>Martin Luther King Jr. Day</b></p>	<p>22</p> <p><b>Unemployment Online Claims Help</b> 9 – 11a.m. <b>Write an Effective Resume</b> 1:30 – 3:30p.m.</p>	<p>23</p> <p><b>Intro to Computers</b> 9:30 – 11:30a.m. <b>Resume Critique</b> 9:30a.m. – 12p.m.</p>	<p>24</p> <p><b>LinkedIn</b> 9 – 11a.m.</p>	<p>25</p>
<p>28</p> <p><b>Effective Job Search Strategies</b> 10 – 11:30a.m.</p>	<p>29</p> <p><b>Unemployment Online Claims Help</b> 9 – 11a.m.</p>	<p>30</p> <p><b>Resume Critique</b> 9:30a.m. – 12p.m.</p>	<p>31</p> <p><b>Interviewing</b> 9:30 – 11:30a.m.</p>	<p>1</p>

**Former Offender Pipeline to Employment Seminars** | January 7<sup>th</sup> – 18<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  
 Contact | **Jessie Boothe** at (414) 445-2005 or [Jessie.Boothe@dwd.wi.gov](mailto: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 come to the Resource Room

<p><b>Ability Profiler</b></p> <p>Ability Profiler can help you learn more about your abilities and see how they compare to those used in careers that interest you.</p> <p><b>Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.</b></p> <p><b>Not offered in January 2019</b></p>	<p><b>LinkedIn</b></p> <p>Thursday, Jan. 10<sup>th</sup> and 24<sup>th</sup>   1:30 – 3:30p.m.</p> <p>This workshop will give you the basics of LinkedIn, from creating to updating your account. Make the most of your online presence.</p> <p><b>You will need an email prior to the workshop</b></p>
<p><b>Get Motivated!</b> Thursday, Jan. 10<sup>th</sup>   10a.m. – 12p.m.</p> <p>This interactive and motivational workshop is aimed at using strategies to help you reach your goals on the journey to success.</p>	<p><b>Effective Job Search Strategies</b></p> <p>Monday, Jan. 28   10 – 11:30a.m.</p> <p>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.</p>
<p><b>Interviewing</b></p> <p>Tuesday, Jan. 15<sup>th</sup> and Thursday, Jan. 31<sup>st</sup>   9:30 – 11:30a.m.</p> <p>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.</p>	<p><b>Write an Effective Resume</b></p> <p>Monday, Jan. 7<sup>th</sup> and Tuesday, Jan. 22<sup>nd</sup>   9:30a.m. – 11:30a.m.</p> <p>This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume</p> <p><b>A resume will not be prepared in this workshop</b></p>
<p><b>Intro to Computers</b></p> <p>Wednesday, Jan. 9<sup>th</sup> and 23<sup>rd</sup>   9:30 – 11:30a.m.</p> <p>This hands-on workshop will cover skills such as how to use a mouse and keyboard, basic computer commands and navigating Windows.</p>	<p><b>Keyboarding Practice Sessions</b></p> <p>1<sup>st</sup> and 3<sup>rd</sup> Thursdays   2 – 4p.m.</p> <p>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!</p>
<p><b>Choice, Change &amp; Adjustment</b></p> <p>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.</p> <p><b>Not offered in January 2019</b></p>	<p><b>Pipeline Resume's &amp; Letter of Explanation (LOE)</b></p> <p>Wednesday, Jan. 16<sup>th</sup>   1 – 3p.m.</p> <p>Learn to overcome gaps in work history and age discrimination. You will work with the facilitator to create a personalized Letter of Explanation (LOE) to use when applying for employment.</p>
<p><b>Mature Workers</b></p> <p>Thursday, Jan. 17<sup>th</sup> 1:30 – 3:30p.m.</p> <p>This workshop gives you strategies for <b>mature job-seekers</b> who are over 50 and looking for work, not quite ready to retire, or want a job to supplement their retirement income.</p>	<p><b>Unemployment Claim Help</b></p> <p>Every Tuesdays and Fridays (Spanish)   9 – 11a.m.</p> <p>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.</p>
<p><b>Resume Critique</b></p> <p>Every Wednesday   9:30a.m. – 12p.m.</p> <p>Please call for an appointment time at (414) 979-9211</p>	

Name _____	Phone (_____) _____	_____
Birth Date (MM/DD/YYYY) _____		
Registering for _____	Workshop date _____	
Registering for _____	Workshop date _____	