

Workshops November 2019

Job Center Central at Maximus | 4201 N. 27th Street, Suite 602 | 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
4 Unemployment Online Claims Assistance 9:30a.m. – 11:30a.m.	5	6 Interviewing 9:30a.m. – 11:30a.m. How to Write an Effective Resume 1:30p.m. – 3:00p.m.	7 Intro to Computers 9:30a.m.-11:30a.m.	8
11 Unemployment Online Claims Assistance 9:30a.m. – 11:30a.m.	12	13 Resume Critique 1:30p.m. – 3:00p.m.	14	15
18 Unemployment Online Claims Assistance 9:30a.m. – 11:30a.m.	19	20 How to Write an Effective Resume 1:30p.m. – 3:00p.m.	21 Intro to Computers 9:30a.m.-11:30a.m.	22 Get Motivated! 9:00a.m. – 11:00a.m
25 Unemployment Online Claims Assistance 9:30a.m. – 11:30a.m.	26 Ability Profiler Assessment 9:00a.m. – 11:00a.m.	27 Interviewing 9:30a.m. – 11:30a.m. Resume Critique 1:30p.m. – 3:00p.m.	28 THANKSGIVING JOB CENTER CLOSED TODAY	29

Former Offender Pipeline to Employment Seminars | November 4th – 15th | 9:00a.m. – 12:00p.m.
This is a two-week program at Job Center Central | 4201 N 27th Street, 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 Suite 602

<p>The Soft Stop - Not Offered This Month</p> <p>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.</p>	<p>Unemployment Online Claims Assistance</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>Please bring your work searches and report to the Resource Room on the 4th floor</p>
<p>Get Motivated!</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>Job Search in the 21st Century - Not Offered This Month</p> <p>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.</p>
<p>Interviewing</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>Intro to Computers</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>Please report to the Resource Room on the 4th floor</p>
<p>Resume Critique</p> <p>Please call for an appointment time at (414) 979-9211.</p>	<p>Mature Workers - Not Offered This Month</p> <p>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.</p>
<p>LinkedIn - Not Offered This Month</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>You will need an email prior to the workshop</p>	<p>How to Write an Effective Resume</p> <p>This workshop focuses on the elements, styles, and formatting options for creating a "Results Driven" effective resume.</p> <p>A resume will not be prepared in this workshop</p>
<p>Former Offender Pipeline</p> <p>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.</p>	<p>Ability Profiler</p> <p>Ability Profiler can help you learn more about your abilities and see how they compare to careers that interest you.</p> <p>Completion of Career Cruising Match-maker and My Skills assessment is a prerequisite.</p>

Name _____ Phone (_____) _____ - _____

Birth Date (MM/DD/YYYY) _____

Workshop Name _____ Workshop date _____

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