


*Description of Workshops on reverse side \*\*Space is limited and reservations are preferred\*\**

Mon	Tue	Wed	Thu	Fri
<p>WorkKeys Testing            EARN NCRC  <i>*By Appointment Only*</i></p>	<p>ETS Paraprofessional            Certification  <i>*By Appointment Only*</i></p>		<p><i>Keep in touch with us on social media:</i>  <a href="#">Facebook</a>   <a href="#">Twitter</a>  <a href="#">LinkedIn</a>   <a href="#">Pinterest</a></p>	<p>1            CLOSED</p>
<p>4            Computer Basics            One-on-One  <i>By Appointment only*</i></p>	<p>5            Impactful Interviews            2:00pm - 4:00pm</p>	<p>6            CLOSED</p>	<p>7            Michigan Works!            Orientation            10:00am - 11:00am</p>	<p>8            CLOSED</p>
<p>11            Virtual Workshop            Dealing with a Colorful Past            2:00pm-4:00pm</p>	<p>12</p>	<p>13            CLOSED</p>	<p>14            Effective Resumes            2:00pm - 4:00pm</p>	<p>15            CLOSED</p>
<p>18            Closed for            Presidents Day</p>	<p>19            Michigan Works!            Orientation            2:00pm - 4:00pm</p>	<p>20            CLOSED</p>	<p>21</p>	<p>22            CLOSED</p>
<p>25  <i>*Resume Reviews*</i>            Drop off your resume and            have it reviewed by a staff            member!</p>	<p>26            Effective Resumes            2:00pm - 4:00pm</p>	<p>27            CLOSED</p>	<p>28  <i>*Job Corps*</i>  <i>By Appointment Only</i>  <i>See Back For Details</i></p>	<p>A proud partner of the              network</p>

Employment training workshops are offered at the Michigan Works! Service Center. Workshops are open to the public at no charge and focus on skills related to obtaining employment. **Questions or reservations, call or email us @ [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org)**

**Cover & Follow-Up Letters** Come and gain deep understanding of how to prepare effective cover and follow up letters that will be helpful when applying for a job or following up after an interview.

**Computer Basics** ***\*BY APPOINTMENT ONLY\**** To better meet the needs of our customer, staff will be available by appointment to provide one-on-one basic computer training, including: keyboarding, file and folder creation, internet basics, creating email accounts, attaching files and more. At registration, you will choose what you want to learn during your one hour appointment.

**Effective Resumes** This workshop will provide the early stages of a resume and cover the major points. If you want to understand the importance of having a "perfect" resume, this one is for you!

### **ETS Paraprofessional Certification**

ETS is the testing service that qualifies paraprofessionals to work within school districts. If you need to take the test, please contact the service center at (269)273-2717 and we will be happy to assist you with your testing needs! The cost for the testing is \$55.00 and must come in the form of a credit card or money order/cashiers check made out to **KRESA -YOU**.

Prepare for ETS Testing with KeyTrain, a free self-directed, online training system. Call (269) 273-2717 or email us at: [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**Impactful Interviews** Learn how to interview and have the confidence to talk positively about yourself and your skills, including some do's and don'ts before, during, and after the interview.

**Job Corps** : Call (517) 416-8160 or email [beadenkopf.sarah@jobcorps.org](mailto:beadenkopf.sarah@jobcorps.org) for information on our **free** residential, education & job skill training program available to low-income young adults aged 16 to 24 years old.

**Michigan Works! Orientation** If you are interested in finding out about all of the services we offer at the Service Center, please join us for this hour long trip through our bevvy of valuable services!

**Resume Review** This service is for all customers and available in all MI Works! Southwest locations, Branch, Calhoun, Kalamazoo and St. Joseph counties. Simply email or drop off your resume at the front desk and it will be reviewed within 7 to 10 business days and responded to via email! [CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org)

**Virtual Workshop, Dealing with a Colorful Past**: This is a virtual workshop presented in Kalamazoo and accessed through Go-to-Meeting Software at service centers in Branch, Calhoun and St. Joseph Counties. This workshop helps people who have been in trouble with the law, incarcerated and/or terminated from work to get back on their feet, instilling hope and courage to put their best foot forward while job searching and interviewing.

### **WorkKeys Assessments/National Career Readiness Certification (NCRC)**

**Please call the Service Center to schedule.** Fee based (cost \$36.00 money-order only). The NCRC demonstrates to employers that you have core workplace skills in Workplace Documents, Graphic Literacy, and Applied Mathematics. Earn your Michigan National Career Readiness Certificate by successfully completing all three WorkKeys tests. Prepare for WorkKeys with KeyTrain, a free self-directed, online training system. Call (269) 273-2717 or email us at:

[CareerServices@miworkssw.org](mailto:CareerServices@miworkssw.org) for more information, to schedule testing or request a complimentary Key Train account.

**Our Website:** [www.michiganworkssouthwest.org](http://www.michiganworkssouthwest.org)

#### **Social Media Links:**

**Facebook:** <https://www.facebook.com/MiWorksSW>

**Pinterest:** <http://www.pinterest.com/MiWorksSW>

**LinkedIn:** <https://www.linkedin.com/in/miworkssw>

**Twitter:** <https://twitter.com/MiWorksSW>