



All current workshops are offered virtually through Microsoft Teams. Please register online at: jobs.westmiworks.org/calendar

VIRTUAL
APRIL 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
WorkReady <i>Teamwork</i> <i>Adaptability</i> 9:30-10:45am 1:30-2:45pm	WorkReady <i>Communication</i> <i>Responsibility</i> 9:30-10:45am 1:30-2:45pm	Introduction to Interviewing 9:30-10:45am WorkReady <i>Teamwork</i> 1:30-2:45pm	WorkReady <i>Workplace Management</i> 9:30-10:45am Cover Letter Writing 1:30-2:45pm	WorkReady <i>Responsibility</i> <i>Decisiveness</i> 9:30-10:45am 1:30-2:45pm
10	11	12	13	14
WorkReady <i>Reasoning</i> <i>Adaptability</i> 9:30-10:45am 1:30-2:45pm	Goal Setting 9:30-10:45am Cover Letter Writing 1:30-2:45pm Taking back your Finances 1:30-2:30pm	WorkReady <i>Communication</i> 9:30-10:45am Job Searching for the Experienced Worker 1:30-2:45pm	WorkReady <i>Workplace Management</i> <i>Time Management</i> 9:30-10:45am 1:30-2:45pm	Introduction to Resumes 9:30-10:45am WorkReady <i>Innovation</i> 1:30-2:45pm
17	18	19	20	21
WorkReady <i>Teamwork</i> <i>Communication</i> 9:30-10:45am 1:30-2:45pm	WorkReady <i>Reasoning</i> 9:30-10:45am Cover Letter Writing 1:30-2:45pm	WorkReady <i>Decisiveness</i> 9:30-10:45am Job Search Techniques 1:30-2:45pm	WorkReady <i>Communication</i> 9:30-10:45am Introduction to Resumes 1:30-2:45pm	Introduction to Interviewing 9:30-10:45am WorkReady <i>Innovation</i> 1:30-2:45pm
24	25	26	27	28
Cover Letter Writing 9:30-10:45am Introduction to Resumes 1:30-2:45pm	WorkReady <i>Decisiveness</i> <i>Time Management</i> 9:30-10:45am 1:30-2:45pm	Introduction to Interviewing 9:30-10:45am Leadership Styles 1:30-2:45pm	Introduction to Resumes 9:30-10:45am Self Esteem 1:30-2:45pm	WorkReady <i>Workplace Management</i> <i>Reasoning</i> 9:30-10:45am 1:30-2:45pm
<p>HOW TO REGISTER AT WESTMIWORKS.ORG</p> <ol style="list-style-type: none"> 1. Hover over the Job Seekers dropdown box 2. Click the third option "Workshops" 3. Click on your county 4. Click on the workshop you want 5. Fill in the form and click "Submit Your Registration" 				

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. West Michigan Works! is supported by state and federal funds; more details at westmiworks.org/about/.