



Register in advance: [jobs.westmiworks.org/calendar](https://jobs.westmiworks.org/calendar)  
 Please arrive 10 minutes early to create a profile on Pure Michigan Talent Connect if you haven't already.

OTTAWA COUNTY  
**AUGUST 2023**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>HOW TO REGISTER AT WESTMIWORKS.ORG</b> 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"		<b>2</b>	<b>3</b>	<b>4</b>
<b>7</b> Career Exploration 10-12pm Introduction to Interviewing 1 - 2:30pm	<b>8</b>	<b>9</b> Cover Letter Writing 1 - 2:30pm	<b>10</b>	<b>11</b> Resume Writing/Lab 10-12pm Job Searching for the Experienced Worker 1-2pm
<b>14</b> Career Exploration 10-12pm Introduction to Interviewing 1 - 2:30pm	<b>15</b>	<b>16</b> Cover Letter Writing 1 - 2:30pm	<b>17</b>	<b>18</b>
<b>21</b> Career Exploration 10-12pm Introduction to Interviewing 1 - 2:30pm	<b>22</b>	<b>23</b> Cover Letter Writing 1 - 2:30pm	<b>24</b>	<b>25</b> Resume Writing/Lab 10-12pm Computer Literacy 1-2:30pm
<b>28</b> Career Exploration 10-12pm Introduction to Interviewing 1 - 2:30pm	<b>29</b>	<b>30</b> Cover Letter Writing 1 - 2:30pm	<b>31</b>	

West Michigan Works! in **Ottawa County** is located at: The Shops at Westshore 12331 James St, Suite 130 Holland, MI 49424



# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge. You must register in advance online at: [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar). Workshops are 60 minutes unless otherwise noted.

## WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

**INTRODUCTION TO RESUMES:** Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session.

**COVER LETTER WRITING:** Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

**INTRODUCTION TO INTERVIEWING (1.5 hours):** What you wish you knew before the interview. Learn interviewing tips and how to answer a variety of questions.

**EMPLOYABILITY SKILLS - WorkReady: To find out which modules are best for you, please take the online preassessment prior to registering.** In this employability skills series, you will focus on building the skills employers are looking for, like time management, communication, teamwork and more. This workshop series can help you stand out from the crowd to employers. Please note the Communications WorkReady workshop is 90 minutes, all others are 75 minutes.

**CAREER EXPLORATION (2 hours):** This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

**JOB SEARCH TECHNIQUES:** This workshop covers the basics of job search while incorporating tips on standing out in a competitive workforce. You will acquire a toolkit of resources to assist you in your job search.

**JOB SEARCHING FOR THE EXPERIENCED WORKER:** This workshop is designed to assist Job Seekers who are 40+ years old. We will discuss the following:

- Identify misconceptions and how to overcome experience discrimination.
- Define and address employer perceptions of experienced workers.
- Identify strategies to show your value in the workforce.
- Recognize thoughts, attitudes and behaviors that work against obtaining employment.
- Evaluate the importance of salary expectations, retirement and other financial considerations.
- Identify a list of tools and resources to aid in your job search in today's world.

**JOB SEARCHING WITH A CRIMINAL BACKGROUND:** This virtual workshop provides helpful information about background checks and job search strategies for someone with a criminal background. You will learn how to navigate applications and how to answer specific interview questions regarding your criminal background. You will also get information about programs and resources that may be able to assist you with your job search efforts.

**LEADERSHIP STYLES:** You don't have to be a manager to be a leader. You might be asked in an interview what your leadership style is; be prepared to answer that question. This course will discuss the six different leadership styles by Daniel Goleman and help you determine what style of leader you are.

**SELF ESTEEM:** The job search process can be stressful, and for some people, it can affect their confidence and self-esteem. This workshop will introduce the concept of self-esteem and why it's important in both your professional and personal life. Tips and tools to maintain your self-esteem will also be discussed.

**GOAL SETTING:** This workshop will focus on action-oriented goal setting and will offer strategies to help you set and reach your goals, including an in depth look at the SMART goal setting technique. Common barriers to goal setting and ways to combat procrastination will also be discussed.

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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/](http://westmiworks.org/about/).