



# DECEMBER 2024 WORKSHOP CALENDAR

Muskegon County  
 West Michigan Works!  
 Muskegon Service Center  
 316 Morris Ave  
 Muskegon, MI 49440

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b>  <b>WorkReady</b> Communication 9-10:30am Time Management 10:45am-12pm Resume Writing 12:30-2:30pm	<b>3</b>	<b>4</b>  Career Exploration 9am-10:45am Self Esteem 9am-10:00am Goal Setting 10:15-11:15am	<b>5</b>  <b>WorkReady</b> Teamwork 9am-10am Responsibility 10:15-11:15am Intro to Interviewing 1pm-2:30pm Job Search Techniques 2:45-4pm	<b>6</b>  Resume Writing 9am-12pm
<b>9</b>  <b>WorkReady</b> Communication 9-10:30am Time Management 10:45am-12pm Resume Writing 12:30-2:30pm	<b>10</b>  Cover Letter Writing 1-3pm	<b>6</b>  Career Exploration 9-10:45am <b>WorkReady</b> Workplace Management 1pm -2pm Teamwork 2:15-3:15pm Responsibility 3:30-4:30pm	<b>7</b>  Intro to Interviewing 1-2:30pm Job Search Techniques 2:45-4pm	<b>13</b>  Resume Writing 9am-12pm
<b>16</b>	<b>17</b>  Cover Letter Writing 1-3pm	<b>13</b>  Career Exploration 9-10:45am Self Esteem 9am-10am Goal Setting 10:15-11:15am	<b>14</b>  Intro to Interviewing 1-2:30pm Job Search Techniques 2:45-4pm	<b>20</b>  Resume Writing 9am-12pm
<b>23</b>	CLOSED	<b>25</b>	<b>26</b>	<b>27</b>
<b>30</b>	CLOSED		<b>REGISTER TODAY</b> 1. Visit <a href="https://westmiworks.org/workshops/">westmiworks.org/workshops/</a> 2. Use the filters on the left to select your county 3. Click on the workshop you want 4. Click "Going" under the RSVP 5. Fill in the form and click "Finish"	



# 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: [westmiworks.org/workshops](http://westmiworks.org/workshops). Please note the start and end times of the workshop before registering.

**Job Search Techniques:** Job searching in today's world should be an intentional practice that aligns with you and your goals. This workshop will explore how to build your personalized job search plan and offers a toolkit of resources to assist you.

*Recommended for:* Those new to job search, those who have not job searched in a while, or those wanting to be more strategic when considering their next employer or position.

**Introduction to Resumes:** Learn the content and proper format of today's resumes. Current industry standards and helpful resources will be discussed.

*Recommended for:* Those looking to write their first resume, those who haven't job searched in a while or those who have been job searching but have not landed many interviews.

**Cover Letter Writing:** Create your best first impression! Learn how to write an effective cover letter, including layout and format guidelines as well as content suggestions.

*Recommended for:* Those looking to writing their first cover letter, improve their existing cover letter or build their personal brand.

**Introduction to Interviewing:** Learn tips for before, during and after the interview. Strategies on how to navigate various interview types (in-person, phone, virtual) and how to answer difficult interview questions will be explored.

*Recommended for:* Those who are new to interviewing, haven't interviewed in a while, or haven't received job offers after interviewing.

**Career Exploration:** This self-assessment workshop is used to match personal interests with related careers. Discover your abilities matched to current in-demand jobs.

*Recommended for:* Those who are unsure about their career path or those thinking about a career transition.

**Computer Literacy:** Intimidated by computers? Wanting to take the next step in your career but lacking certain technology skills? This one-hour open lab covers basic computing needs to make your time online more productive and enjoyable.

**Goal Setting:** This workshop focuses on action-oriented goal setting and offers strategies to help you set and reach your goals, including an in-depth look at the SMART goal setting technique.

**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 workshop discusses the six leadership styles by Daniel Goleman and will help you determine the style of leader you are.

**Self Esteem:** The job search process can be stressful. For some, it can affect their confidence and self-esteem. This workshop introduces the concept of self-esteem as it relates to both your professional and personal life.

**Job Searching for the Experienced Worker:** This workshop is designed for job seekers who are 40+ years old and highlights strategies on how to show your value as an experienced worker.

**Job Searching with a Criminal Background:** This workshop provides job search strategies for those with a criminal background and how to answer specific interview questions.

**EMPLOYABILITY SKILLS - WorkReady:** In this employability skills series, you will focus on building the skills employers are looking for like communication, teamwork, decisiveness and more. To find out which modules are best for you, please take the online pre-assessment prior to registering.

[Online Pre-assessment](#)

