



DECEMBER 2024 WORKSHOP CALENDAR

Ottawa County
 West Michigan Works!
 Holland Service Center
 12331 James St Suite 130
 Holland, MI 49424

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
	Intro to Resumes 11am-12:30pm Resume Lab 1-3:30pm	Intro to Interviewing 11am-12:30pm Intro to Cover Letters 1:30 pm-3pm	Self-Awareness 9-10:30am Self-Awareness (Spanish) 11am-12pm WorkReady Innovation 1-2:30 pm Workplace Management 3-4 pm	Career Exploration 9-11am WorkReady Communication 11:30am-1pm Computer Literacy 2-4pm
9	10	11	12	13
	Introduction to Resumes (Spanish) 11am-12:30pm Introduction to Interviewing (Spanish) 1:30-3pm	WorkReady Communication 11am-12:30pm Time Management 1-2:30 pm	Job Searching with a Criminal Background 9-10:30 am Job Search Techniques 11am-12:30 pm WorkReady Decisiveness 1-2:30 pm	WorkReady Responsibility 9-10:30am Teamwork 11am-12:30pm Adaptability 1-2:30pm Reasoning 3-4pm
16	17	18	19	20
	Introduction to Resumes 11am-12:30pm Resume Lab (Spanish) 1:30-3pm	Intro to Interviewing 11am-12:30pm Intro to Cover Letters 1:30 pm-3pm	Self-Awareness 9-10:30am Self-Awareness (Spanish) 11am-12pm WorkReady Innovation 1-2:30 pm Workplace Management 3-4 pm	Career Exploration 9-10:30am Resume Lab 11am-12:30pm Computer Literacy 1-3pm
23	24	25	26	27
	CLOSED	CLOSED		
30	31		REGISTER TODAY 1. Visit westmiworks.org/workshops/ 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"	
	CLOSED			



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. 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](#)

