



December 2024

Virtual Workshop Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Job Searching for the Experienced Professional 9:30-11am Resume Writing (Spanish) 10-11:30am Intro to Interviews (Spanish) 1-2:30pm Goal Setting 1:30-3pm	3 Intro to Resumes 9:30-11am Virtual Resume Upgrade Lab 12-1pm WorkReady New Communication 1:30-3pm	4 WorkReady New Teamwork 9:30-11am Take-Out Series: LinkedIn 12-1pm Intro to Interviewing 1:30-3pm	5 Job Searching with a Criminal Background 9:30-11am WorkReady New Problem Solving 2:30-4pm	6 WorkReady New Decisiveness 9:30 - 11am WorkReady Time Management 1:30-3pm
9 Leadership Styles 9:30-11am Intro to Interviews (Spanish) 1-2:30pm Intro to Resumes 1:30-3pm	10 Job Searching for the Experienced Professional 9:30-11am Take-Out Series: Google Basics 12-1pm WorkReady New Self-Management 1:30-3pm	11 Goal Setting 9:30-11am Take-Out Series: Personal Branding 12-1pm Cover Letter Writing 1:30-3pm	12 Self-Esteem 9:30-11am WorkReady New Communication 2:30-4pm	13 Intro to Cover Letters 9:30-11am WorkReady New Teamwork 1:30-3pm
16 Leadership Styles 9:30-11am Resume Writing (Spanish) 10-11:30am	17 WorkReady New Decisiveness 9:30-11am Take-Out Series: LinkedIn 12-1pm Job Search Techniques 1:30-3pm	18 Intro to Resumes 9:30-11am Virtual Cover Letter Lab 12-1pm Problem Solving 1:30-3pm	19 WorkReady New Teamwork 9:30-11am Intro to Interviewing 2:30-4pm	20 Self-Esteem 9:30-11am Goal Setting 1:30-3pm
23 WorkReady New Self-Management 9:30-11am Interviewing in Spanish 10-11:30am Virtual Resume Upgrade Lab 12-1pm Intro to Resumes 1:30-3pm	24 CLOSED	25 CLOSED	26 Intro to Resumes 9:30-11am Intro to Cover Letters 2:30-4pm	27 Leadership Styles 9:30-11am Take-Out Series: Personal Branding 12-1pm Job Searching for the Experienced Worker 1:30-3pm
30 Intro to Resumes 9:30-11am Resume Writing (Spanish) 10-11:30am Intro to Interviewing (Spanish) 1-2:30pm Job Searching for the Experienced Professional 1:30-3pm	31 CLOSED		REGISTER TODAY: 1. Visit westmiworks.org/workshops/ 2. Use the filters on the left to select "Virtual Workshops" 3. Click on the workshop you want 4. Click "Going" under the RSVP 5. Fill in the form and click "Finish"	



VIRTUAL 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.

MSU Connect – Budgeting: This workshop will discuss the benefits of a spending plan, identify the difference between needs and wants and highlight the importance of an emergency plan.

Take Out Series : A 45-minute lunchtime series for those looking to upskill in a quick and accessible format. This is an informal opportunity to practice Microsoft Teams, learn practical topics and engage with other lifelong learners. Workshop titles include LinkedIn, Google Basics, Personal Branding and Resume Upgrade Lab.

Entrepreneurship Bootcamp: Interested in starting your own business? Our Entrepreneurship Bootcamp is a basic, two-day entrepreneurship course for individuals seeking an accelerated program to launch their new small business. The program guides participants through the process of creating a business plan on Centro's Business Planning App - our flagship tool to help small business entrepreneurs start and grow businesses.

The Entrepreneurship Bootcamp will be offered in the following months for 2024: January, April and October.

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.

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.