# MARCH 2025 WORKSHOP CALENDAR

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
| **REGISTER TODAY** <br> **1. Visit westmiworks.org/workshops/** <br> **2. Use the filters on the left to select your county** <br> **3. Click on the workshop you want** <br> **4. Click "Going" under the RSVP** <br> **5. Fill in the form and click "Finish"** | | **5** <br><br> **WorkREADY** <br> Teamwork 2-3:30pm | **6** <br> Resume Writing 9:30-11am <br> LinkedIn 11:15am-12pm <br> Time Management 1:30-3pm | **7** |
| **10** | **11** | **12** | **13** <br> Leadership Styles 9:30-11am <br> Resume Lab 11a-12pm <br> **WorkREADY** <br> Self-Management 1:30-3pm | **14** |
| **17** | **18** | **19** <br> Interviewing Skills 9-10:30am <br> Personal Branding 11-11:45am <br> Job Search Techniques 1:30-3pm | **20** | **21** |
| **24** | **25** | **26** <br> Resume Writing 9:30-11am <br> Google Basics 11:15-12pm | **27** <br> **WorkREADY** <br> Communication 9:30-11am <br> Job Search for the Experienced Professional 1:30-3pm | **28** |

# WORKSHOP DETAILS

Please take the
online pre-assessment
prior to registering.

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.

**Resume Writing:** 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.

**Interviewing Skills:** 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.

**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 Professional**: 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.