



APRIL 2025

Virtual Workshop Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	Cover Letter Writing 9:30-11:00am Resume Lab 12:00-12:55pm Resume Writing 1:30-3:00pm	WorkREADY: Communication 9:30-11:00am Take-Out Series: Personal Branding 12:00-12:55pm Job Search Techniques 1:30-3:00pm	WorkREADY: Decisiveness 9:30-11:00am Interviewing Skills 2:30-4:00pm	WorkREADY: Problem Solving 9:30-11:00am Time Management 1:30-3:00pm
7	8	9	10	11
WorkREADY: Self-Management 9:30-11:00am Resume Writing (Spanish) 10:00-11:30am WorkREADY: Teamwork 1:30-3:00pm	Goal Setting 9:30-11:00am Take-Out Series: LinkedIn 12:00-12:55pm Self-Esteem 1:30-3:00pm	Resume Writing 9:30-11:00am Take-Out Series: Google Basics 12:00-12:55am Interviewing Skills 1:30-3:00pm	Leadership Styles 9:30-11:00am WorkREADY: Problem Solving 2:30-4:00pm	WorkREADY: Communication 9:30-11:00am WorkREADY: Decisiveness 1:30-3:00pm
14	15	16	17	18
WorkREADY: Teamwork 9:30-11:00am Interviewing Skills (Spanish) 10:00-11:30am Job Searching for the Experienced Professional 1:30-3:00pm	Interviewing Skills 9:30-11:00am Resume Lab 12:00-12:55pm Goal Setting 1:30-3:00pm	WorkREADY: Communication 9:30-11:00am Take-Out Series: Personal Branding 12:00-12:55pm WorkREADY: Self-Management 1:30-3:00pm	Time Management 9:30-11:00am Resume Writing 2:30-4:00pm	Job Searching with a Criminal Background 9:30-11:00am Cover Letter Writing 1:30-3:00pm
21	22	23	24	25
Leadership Styles 9:30-11:00am Job Search Techniques (Spanish) 10-11:30am	WorkREADY: Self-Management 9:30-11:00am Take-Out Series: LinkedIn Basic: 12:00-12:55pm WorkREADY: Teamwork 1:30-3:00pm	Self-Esteem 9:30-11:00am Resume Lab 12:00-12:55pm WorkReady: Decisiveness 1:30-3:00pm	Interviewing Skills 9:30-11:00am WorkREADY: Problem Solving 2:30-4:00pm	Resume Writing 9:30-11:00am Entrepreneurship 101 1:30-3:00pm
28	29	30	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"	
WorkREADY: Problem Solving 9:30-11:00am Cover Letter Writing 1:30-3:00pm	WorkREADY: Communication 9:30-11:00am Take-Out Series: Google Basics 12:00-12:55pm WorkREADY: Self-Management 1:30-3:00pm	Interviewing Skills 9:30-11:00am Take-Out Series: Financial Literacy 12:00-12:55pm Resume Writing 1:30-3:00pm		



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.

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,