

### Resume Strategies

The purpose of a resume is to get an interview! Find out what helps your resume get into the hands of hiring managers and leaves them thinking you are a top contender for the position.

- Facts and truths about how resumes are evaluated
- Resume development / improvement strategies
- Understanding KEYWORDS
- Choosing sections, format, and style
- Tips for the Michigan Talent Connect – including the 3 main types of resumes

Please create a [www.mitalent.com](http://www.mitalent.com) profile and a rough draft of your resume prior to attending this workshop.

### Resume Critique

Attend this workshop if you have completed the Resume Strategies workshop and would like additional time to revise and strengthen your resume. You will receive a professional critique for improving your resume and a space/computer to help you make it employer ready!

### Interview to Impress

Acquire practical interviewing skills and learn how to prepare for an interview.

- Best practices for success before, during, and after the interview
- Facts about hiring– What employers are really looking for in job candidates
- How to prepare for the phone and face-to-face interview
- Proper attire and etiquette
- Handling general and behavioral questions
- Thank you notes and follow-up tips
- Handling tough topics and illegal questions

### Explore Careers

Not sure what you want to be when you grow up? Wish you knew more about the salary and educational needs for jobs you are interested in? This workshop is developed for participants who are not entirely sure about their next career steps. You will create a profile on the Kuder Journey website to discover your career interests, skills confidence and work values. These questionnaires will produce a list of careers that may be suitable for you. Using this and other web based resources, you will research career choices to help guide you in your career pathway.

### Computer CrashCourse

Learn how to identify desktop components, to apply monitor and desktop settings, to practice using a mouse and keyboard and to explore built-in applications such as calculator and WordPad. Learn to create folders and files. Learn to save them to alternate storage devices. Recognize the difference between save and save as, and cutting, copying, pasting, deleting, restoring, and searching for files.

### Internet Job Search

Participants should have completed the Computer CrashCourse workshop or have a moderate comfort level using a desktop computer and the Internet prior to attending this class.

In this workshop, you will:

- Learn how to use the Internet to its best advantage in your job search
- Learn many helpful and useful Internet resources, web sites, and job boards
- Have a better understanding of Applicant Tracking Systems (ATS) and the importance of keywords
- Become more aware of Internet-related problems that could negatively affect you

### Word that Works!

Topics and Basic Skills Addressed:

- Introduction to Microsoft Word and Word Components
- New Documents
- Working with Text
- Paragraph and Spacing
- Using a Flash Drive
- Opening Existing Files
- Creating a Folder
- Undo & Redo Button
- Saving a Document
- Cutting, Copying, and Pasting Text
- Using Spelling and Grammar Functions
- Synonym/Thesaurus Feature
- Status Bar Information
- Printing Documents
- Deleting a Document
- Restoring/Retrieving a Document
- Recycle Bin

### Excel Basics

Topics and Basic Skills Addressed:

- Introduction to Microsoft Excel and Excel Components
- Insert text
- Format text and cells
- Italicize, bold, underline, highlight, change font color, center text
- Change numbers and data from general to currency option
- Add and subtract using simple sum functions
- Copy cells using the drag and drop option
- Inserting and deleting columns and rows
- Using the undo and redo buttons
- Filter options
- Merging cells
- Grammar and Spelling
- Saving a file
- Printing a spreadsheet with gridlines

### Job Apps, Cover Letters & References

Having a correctly-prepared job application, cover letter, and job reference list can positively influence your candidacy for employment. Attend this workshop to learn the best practices of these important documents.

In this workshop you will learn:

- Helpful and useful tips about on-line and paper applications
- How to write a simple but effective cover letter / cover note that will help you stand out from your competition
- Formatting and style options for cover letters and cover notes.
- How to handle requests for salary
- General guidelines for choosing job references and preparing a reference list
- What you need to know about reference checking and background screening

### Career Success

Adapted from Eric Chester's Bring Your 'A' Game to Work Curriculum, we have prepared an employability skills workshop that will help job seekers and/or employees continue their professional development using the following topics:

- Attitude
- Attendance
- Appearance
- Ambition
- Accountability
- Acceptance
- Appreciation

Employers are excited to hire and train those who have mastered soft skills in regards to these values. Join the media-packed and activity-rich workshop that will enhance your customer service skills, your time management and your experiences in the workplace.

### LinkedIn for Job Search

LinkedIn for job seekers is a two-part workshop.

LinkedIn instruction: In the first hour of training a participant will learn about:

- The value of LinkedIn in a job search
- Getting started with LinkedIn including helpful tips regarding settings and profile
- Developing contacts
- The value of recommendations and endorsements
- Search features
- Researching and following companies
- How to use the LinkedIn job boards
- Joining groups

LinkedIn Lab: In the second hour of training, participants who have a LinkedIn account will be able to log into their account and learn how to improve their current profiles.

### TABE

The Test of Adult Basic Education (TABE) is a comprehensive reading and math assessment. A participant is scheduled to attend this testing as part of the enrollment process for services at Michigan Works! Southeast such as adult education, adult training, youth mentoring, and work requirements for state assistance programs. This test helps staff determine suitability for career training and pathways. The test will take approximately 3.5 hours to complete. In order to register for this workshop, you must be referred by a staff member.

### RESEA

The Unemployment Agency requires some UI recipients to attend the Reemployment and Services Eligibility Assessment. If selected, the appointment will include:

- Orientation to Michigan Works! Southeast
- Provision of labor market information
- Eligibility questionnaire
- Verification of the job search contacts
- Verification of an active MiTalent profile
- Completion of an individual service strategy
- Attendance to a MWSE hosted workshop and/or reemployment services

### MM – Money Management workshops

Attend some of our various Money Management workshops to gain insight into personal finance. They are hosted here at Michigan Works! Southeast, but may be facilitated by other agencies. Some classes may be titled:

- Financial Stability
- Budgeting Basics
- How Dollars Make Sense
- Money Management Skills
- Developing a Spending Plan

### Adult Education

MWSE Adult Education offers a variety of academic programs by partnering Michigan Works! Southeast with Hillsdale Community Schools. Programs available include:

- Basic Skills Remediation
- High School Equivalency Preparation (GED®)
- High School Completion
- English as a Second Language
- EL Civics & Citizenship

### Green Coded

Any item listed on the calendar that is coded in this green font is considered a center-specific offering and may not be available in the other centers within Michigan Works! Southeast region.