

career café November 2015 Workshops







Traverse City Michigan Works!

1209 S. Garfield Avenue

1-800-442-1074



Mon	Tue	Wed	Thu	Fri
<p>2 9:00 a.m.—11:00 a.m. Talent Connect Orientation 3:00 p.m. 15 Minute Résumé Review</p>	<p>3 10:00 a.m.—1:00 p.m. PowerPath Assessment</p>	<p>4</p>	<p>5 2:00 p.m.—3:00 p.m. Career Connection 3:00 p.m. Mini Mock Interview</p>	<p>6 9:30 a.m.—12:00 p.m. Talent Connect Continued 2:00 p.m.— 4:00 p.m. Computer Connections</p>
<p>9</p>	<p>10 2:00 p.m.—4:30 p.m. Résumé Development Workshop</p>	<p>11 CLOSED Veteran's Day</p> 	<p>12 2:00 p.m.—3:00 p.m. Career Connection 3:00 p.m. 15 Minute Résumé Review</p>	<p>13 9:30 a.m.—12:00 p.m. Talent Connect Continued 2:00 p.m.— 4:00 p.m. Computer Connections</p>
<p>16 9:00 a.m.—11:00 a.m. Talent Connect Orientation</p>	<p>17 10:00 a.m. 15 Minute Résumé Review</p>	<p>18 9:00 a.m.— 1:00 p.m. Career Assessment</p>	<p>19 2:00 p.m.—4:00 p.m. Career Connection “Being Thankful, Stress Free & Budget Wise”</p>	<p>20 9:30 a.m.—12:00 p.m. Talent Connect Continued 2:00 p.m.— 4:00 p.m. Computer Connections</p>
<p>23 9:00 a.m.—11:30 a.m. Résumé Development Workshop</p>	<p>24 3:00 p.m. Mini Mock Interview</p>	<p>25</p>	<p>26</p>  <p>CLOSED HAVE A HAPPY THANKSGIVING</p>	<p>27</p> 
<p>30 9:00 a.m.—11:00 a.m. Talent Connect Orientation</p>				 <p>“Like Us” facebook.com/ northwestmichiganworks</p>

• Please register for the workshops by calling 231-922-3700 or 800-442-1074 •



Traverse City Michigan Works! Workshop Descriptions

15 Minute Résumé Review

A Career Facilitator will review your résumé and make suggestions. Ensuring that it is targeted to the employer's needs and your résumé represents your best qualifications.

Career Assessment

Designed to provide you with information regarding your readiness to enter job training or postsecondary education. This workshop will help you determine where you need to focus to upgrade your basic academic skills. *Fee involved.

Career Connection in the Career Café

Join us on select Thursdays at 2:00 p.m. for this unique networking event. Learn about job opportunities and improve job search skills while networking with other job seekers and area professionals.

Computer Connections Workshop

This is a workshop geared toward jobseekers who don't have much computer experience. We will cover how to use a mouse, copy, paste, create a word document and save it. How to do job searches and find online applications.

Charting Your Course

Develop a personal job search plan to keep your career on course and achieve your employment goals.

- Identify steps to conduct a targeted job search.
- Discuss types of skills and identify skills that you have for a particular job.
- Find out about the "hidden job market".
- How to use networking to obtain your next job.
- Informational interviewing.
- Explore other job searching resources.

Résumé Development

Develop an effective résumé and cover letter to obtain your career goals.

- Learn the purpose of résumé, styles types and new formats.
- Understand the best writing practices and which skills to highlight.
- Know how to present meaningful information that gets the results you want.

Mini Mock Interview Workshop

Career Facilitators will do a mock interview with you based on your job goal and résumé

Talent Connect Orientation

This workshop helps you connect with employers on the Pure Michigan Talent Connect. You will learn how to create an account on the statewide website. We will show you how to do a job search on Talent Connect. Start a résumé from scratch or upload one that you have already created.

Talent Connect Continued

Now that you have created your account and have started a basic résumé. We will show you how to transfer your résumé into a format that will give you the freedom to design your online résumé in any style you want. You will learn how send it to yourself in an email and save it on a flash drive for easy access.

PowerPath Assessment

Five easy screenings that can help you identify challenges and strengths in your hearing, vision and attention abilities.