



learn. network. energize.

December 2015 Workshops

Cadillac Northwest Michigan Works!

401 N. Lake Street



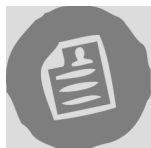
Connecting You to Opportunities

Mon	Tue	Wed	Thu	Fri
	1 <div>Office Closed for Professional Development</div>	2 3:00 p.m. – 4:00 p.m. Résumé Development	3 9:00 a.m. – 10:00 a.m. Interviewing and Skype Workshop	4
7	8	9 3:00 p.m. – 4:00 p.m. Talent Connect Workshop	10 9:00 a.m. – 10:00 a.m. Résumé Development 3:30 p.m. – 4:30 p.m. On-line Applications	11
14	15	16 3:00 p.m. – 4:00 p.m. Résumé Development	17 9:00 a.m. – 10:00 a.m. Interviewing and Skype 3:30 p.m. – 4:30 p.m. On-line Applications	18
21	22	23 3:00 p.m. – 4:00 p.m. Talent Connect Workshop	24 <div>Closed Happy holidays!</div>	25 <div>Closed Happy holidays!</div>
28	29	30 3:00 p.m. – 4:00 p.m. Résumé Development	31 <div>Closed Happy holidays!</div>	<div> “Like Us” facebook.com/northwestmichiganworks </div>

Please call 231-775-3408 to register for workshops. Check out our website for a list of all services: networksnorthwest.org/talent/



Cadillac Northwest Michigan Works! Workshop Descriptions



Résumé Development Workshop

A workshop to help you prepare an effective résumé. Understand best writing practices for résumés. Know the differences between electronic and traditional résumés



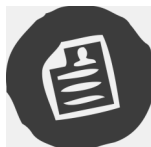
Using E-Mail Accounts

A how to workshop for setting up an e-mail account. Learn to send and receive e-mail and attach documents.



Career Assessment

Obtain your National Career Readiness Certificate.
*Fee involved.



Nuts & Bolts of Job Apps

A basic workshop on how to successfully complete a job application. Make a great first impression on a prospective employer!



Interviewing Workshop

Understand what employers are looking for with the questions they ask. Learn about different types of interviews and interview styles. See employment from the employer's prospective.



Computer Connections Workshop

A basic computer workshop for beginners. If you have never used a computer and would like to learn how or if you have a little computer experience and would like to learn more, this workshop is for you.



Q&A with Career Advisor

An open forum for questions about job search, resumes, and interviews



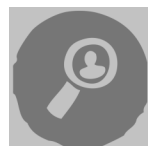
Online Job Search

A basic workshop on how to successfully surf the web for local, state, and national jobs postings.



Career Café Services

Learn what Michigan Works! can do for you.



Talent Connect Basics Workshop

This workshop helps you create and account on the Pure Michigan Talent Connect website, your connection to employers and job openings. How to create or upload résumés and how to job search