career café

learn. network. energize.

April 2016 Workshops

Cadillac Northwest Michigan Works!

401 N. Lake Street

Northwest MICHIGAN WORKS!

Connecting You to Opportunities

Mon	Tue	Wed	Thu	Fri
"Like Us" facebook.com/ northwestmichiganworks				*1*
4	*5*	*6*	*7* ***CLOSED***	*8*
11	*12* ***3:00 p.m.— 4:00 p.m.*** Computer Connection: Using FaceBook for Job Search	*13* ***3:00 p.m. – 4:00 p.m.*** Résumé Development	*14* ***9:00 a.m.— 10:00 a.m.*** Interviewing Workshop ***3:00 p.m.— 4:00 p.m.*** Talent Connect	*15*
18	*19* ***3:00 p.m.— 4:00 p.m.*** Computer Connection: Using LinkedIn for Job Search	*20*	*21* ***3:00 p.m. – 4:00 p.m.*** Résumé Development	*22*
25	*26*	*27* ***3:00 p.m. – 4:00 p.m.*** Résumé Development	*28* ***9:00 a.m.— 10:00 a.m.*** Interviewing Workshop ***3:00 p.m.— 4:00 p.m.*** Talent Connect	*29*

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

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Cadillac Northwest Michigan Works! Workshop Descriptions

Northwest MICHIGAN WORKS!

Connecting You to Opportunities



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

Check out our websites for more information about our services at: networksnorthwest.org/talent/ or facebook.com/careercafecad