






Mon	Tue	Wed	Thu	Fri
			1 2:00 p.m.—3:00 p.m. Career Connection	2 9:00 a.m.—11:00 a.m. Talent Connect Orientation 2:00 p.m.—3:30 p.m. Computer Connections
5  Office Closed on Monday Sept. 5th	6	7	8 9:00 a.m.—10:30 a.m. Career Journey	9 2:00 p.m.—3:30 p.m. Computer Connections - Learning the Basics
12 9:00 a.m.—11:00 a.m. Talent Connect Orientation	13 9:00 a.m.— 11:30 a.m. Résumé Development Workshop	14	15 2:00 p.m.—3:00 p.m. Career Connection	16 2:00 p.m.—3:30 p.m. Computer Connections
19 9:00 a.m.—11:00 a.m. Talent Connect Orientation 2:00 p.m.—3:30 p.m. Career Journey	20 9:30 a.m.—12:30 p.m. PowerPath Assessment	21 9:00 a.m.— 1:00 p.m. WorkKeys Assessment	22	23 2:00 p.m.—3:30 p.m. Computer Connections - Learning the Basics
26  "Like Us" <a href="https://www.facebook.com/northwestmichiganworks">facebook.com/ northwestmichiganworks</a>	27 2:00 p.m.— 4:30 p.m. Résumé Development Workshop	28 10:30 a.m.—12:00 p.m. People's Choice	29 2:00 p.m.—3:00 p.m. Career Connection	



## Traverse City Michigan Works! Workshop Descriptions

### 15 Minute Résumé Review

Sometimes a fresh set of eyes on your résumé can make all the difference. A Career Facilitator will provide constructive feedback and ensure that your résumé grabs the employer's attention while best representing your qualifications.

### WORKKEYS® Assessment

Gauge your readiness to enter job training or postsecondary education with this thorough assessment. Appreciating your strengths and understanding your opportunities for improvement are some of the first steps in professional growth.

*\*Fee involved.*

### Career Connection in the Career Café

Network with other job seekers and area professionals to share tips and tools for your career search. Discuss local employment opportunities with our Business Liaisons and learn to improve job search skills with our Career Facilitators. Don't miss this unique event on select Thursdays at 2:00pm!

### Computer Connections Workshop

Job search can seem really difficult when you aren't sure how to navigate a computer. Come learn basic computer knowledge or brush up on the skills you already have.

### Career Journey

Looking to change career paths or not sure where to start? Assess your interests, skill-sets, and values to discover the career path that's right for you. Develop a personal job search plan to achieve your employment goals.

### PowerPath Assessment

Complete five easy screenings to identify strengths and challenges in your hearing, vision, and attention abilities. Learn some tips, tools, or resources for meeting those challenges and leave feeling confident!

### Résumé Development

New to résumé writing or just getting back in to the swing of things? Learn the nuts and bolts of an effective résumé and cover letter. We will help you find the style that fits you best and provide some insight in to an employer's perspective.

### Résumé Writing Lab

Now it is time to take that rough draft and start creating or updating your résumé. We will guide you through the process, helping you with wording and formatting. (Please pre-register with a Career Facilitator)

### Mini Mock Interview Workshop

Interviews are a crucial component in securing a job! Haven't interviewed in a while? Nervous about the process? Come practice with our Career Facilitators. When you register, provide a job description for a position you're interested in as well as a copy of your résumé—we'll tailor our interview to your specific needs.

### 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

This will show you how to transfer your résumé into a easy to use format. You will learn how send it to yourself in an email and save it on a flash drive for easy access.

### People's Choice Workshop

Is there a specific job-search topic that you would like to learn more about? Let staff know your ideas and topics will be determined by popular nomination. Stop in, give us a call, email or check out [www.facebook.com/careercafetc](http://www.facebook.com/careercafetc) to place your vote.