# career café
## learn. network. energize.

# March 2017 Workshops
## Traverse City Michigan Works!
## 1209 S. Garfield Avenue

## Northwest MICHIGAN WORKS!
### Connecting You to Opportunities

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| **"Like Us"** facebook.com/ northwestmichiganworks | | *1* *2:00 p.m.—4:00 p.m.* Job Fair Prep Workshop | *2* | *3* *9:00 a.m.—11:00 a.m.* Talent Connect Orientation *2:00 p.m.—3:30 p.m.* Computer Basics |
| *6* *9:00 a.m.—11:00 a.m.* Talent Connect Orientation *9:00 a.m.— 11:30 a.m.* Résumé Development | *7* *9:00 a.m.— 12:00 p.m.* Interviewing Workshop | *8* | *9* *2:00 p.m.—3:00 p.m.* Career Connection | *10* *2:00 p.m.—3:30 p.m.* Computer Basics |
| *13* *9:00 a.m.— 11:30 a.m.* Résumé Development | *14* *9:00 a.m.—1:00 p.m.* WorkKeys Assessment *6:00 p.m.— 7:30 p.m.* **Interviewing Workshop FOR VETERANS** | *15* | *16* *2:00 p.m.—3:00 p.m.* Career Connection *6:00 p.m.— 7:30 p.m.* **Résumé Workshop FOR VETERANS** | *17* *9:00 a.m.* Talent Connect *9:00 a.m.— 11:30 a.m.* **RESUME FOR VETERANS** *2:00 p.m.* Computer Basics |
| *20* *9:00 a.m.—11:00 a.m.* Talent Connect Orientation *9:00 a.m.— 12:00 p.m.* Interviewing Workshop *2:00 p.m.— 4:30 p.m.* Résumé Development | *21* **JOBS FOR VETS 2:00 p.m. - 6:00 p.m. Hagerty Center** | *22* | *23* *9:00 a.m.—1:00 p.m.* PowerPath Assessment *2:00 p.m.—3:00 p.m.* Career Connection | *24* *2:00 p.m.—3:30 p.m.* Computer Basics |
| *27* *9:00 a.m.— 11:30 a.m.* Résumé Development | *28* | *29* | *30* *2:00 p.m.—3:00 p.m.* Career Connection | *31* |

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

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### Cover Letter Workshop

Learn the ins and outs of writing a basic cover letter. How to highlight your qualifications and tailor them to the specific skills each position that you are applying for based on the employer's job description.

### 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 Basics Workshop

Job search can seem very difficult when you aren't sure how to navigate a computer. Come and learn the basics you need to do job search and to fill out online applications.

### 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 that you may have with your hearing, vision, and/ or attention abilities. Learn some tips, tools, or resources for meeting those potential barriers. Enjoy the new found confidence you will feel once you discover how to overcome challenges that you may or may not have been aware of.

### 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.

### Interview Techniques Workshop

- Develop your pitch and adapt it to different types of interviews.
- Prepare for difficult interview questions.
- Learn the types of interviews and interviewer styles.
- What information are employers **really** looking for.

### Social Media Lockdown

Take control of your employment opportunities by seeing social media from the employer's perspective. Learn how to control the content of your posts and profiles. Identify how to keep a positive media presence.

### Talent Connect Orientation

This workshop helps you connect with employers on the statewide Pure Michigan Talent Connect website. You will learn how to create a professional profile. We will show you how to use the website to find the type of work you are looking for. And start a basic online résumé or upload one that you have already created.

### 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.*

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