



# March 2010

Additional Workshops may be offered throughout the month.  
For more information or to sign up for a Workshop, please call (906)789-9732.

## Workshop Topics

- **Resume 101** - Learn resume basics, dos and don'ts, and steps to prepare your resume.
- **Resume 201** - Construct your resume in a small group atmosphere and learn tips on how to create and effective resume.
- **International Computer Driving License (ICDL)** — Learn technology skills that can be acquired quickly to improve job readiness across a wide spectrum of employment categories.
- **Interest Inventory & Profile**— Survey your skills and interests to learn how you can develop your own career plan and learn your core behavioral traits and how it can affect your job performance.
- **Job Search Techniques**— Learn strategies and techniques that you can apply to your job search.
- **Do's and Don'ts of Applications**—Learn how to hand in a job applications that will make employers sit up and take notice.
- **Interviewing 101**— Learn how to answer those tough interview questions.
- **Interviewing 201** – Practice and perfect your interviewing skills.
- **Blazing Service™**— Identify and cultivate your personal qualities and the practical elements that make great customer service.
- **Starting a Business** – This course is designed for individuals who are considering self-employment, or are at the beginning stages of starting their business. Delivered in a workshop format, this introductory session helps aspiring entrepreneurs assess their abilities to lead and manage a company, as well as evaluate market and sales potential for their products / services. The basics of business ownership are introduced, along with resources available to help launch new ventures.
- **Writing a Business Plan**— Designed for individuals who want to increase their chances for successful self-employment, or business launch, this course covers business planning in detail. Specifics of marketing, finance, legal, regulatory issues, operations, information based planning and management are key components of this workshop. The first steps for creating a business plan draft will be included. Live examples of effective business plans are used as course material.
- **Career Advancement** - An overview of Michigan Works! Career Advancement Services. Determine your skill sets, research what occupations are in demand and begin to transition into that next career.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> <b>3:15 – 5:00</b> <i>ICDL Orientation</i>	<b>2</b> <b>8:00-9:00</b> <i>Resume 101</i> <b>9:00-11:00</b> <i>Resume 201</i> <b>10:45 – 3:00</b> <i>Steps to Success Introduction</i> <b>3:00 – 5:00</b> <i>Career Advancement</i>	<b>3</b> <b>10:00– 12:00</b> <i>Steps to Success:</i> <i>Job Search Techniques</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Do's and Don'ts of Application</i>	<b>4</b> <b>9:30 – 12:00</b> <i>Steps to Success:</i> <i>Interviewing 101</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Wrap Up</i> <b>3:15 – 5:00</b> <i>Interest Inventory &amp; Profile</i>	<b>5</b>
<b>8</b> <b>3:15 – 5:00</b> <i>KeyTrain Orientation</i>	<b>9</b> <b>8:00-9:00</b> <i>Resume 101</i> <b>9:00-11:00</b> <i>Resume 201</i> <b>10:45 – 3:00</b> <i>Steps to Success Introduction</i>	<b>10</b> <b>10:00– 12:00</b> <i>Steps to Success:</i> <i>Job Search Techniques</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Do's and Don'ts of Application</i>	<b>11</b> <b>9:30 – 12:00</b> <i>Steps to Success:</i> <i>Interviewing 101</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Wrap Up</i>	<b>12</b> <b>1:00 – 3:00</b> <i>Interviewing 201</i>
<b>15</b> <b>3:15 – 5:00</b> <i>ICDL Orientation</i>	<b>16</b> <b>8:00-9:00</b> <i>Resume 101</i> <b>9:00-11:00</b> <i>Resume 201</i> <b>10:45 – 3:00</b> <i>Steps to Success Introduction</i> <b>3:00 – 5:00</b> <i>Career Advancement</i>	<b>17</b> <b>10:00– 12:00</b> <i>Steps to Success:</i> <i>Job Search Techniques</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Do's and Don'ts of Application</i>	<b>18</b> <b>9:30 – 12:00</b> <i>Steps to Success:</i> <i>Interviewing 101</i> <b>1:00 – 3:00</b> <i>Steps to Success</i> <i>Wrap Up</i> <b>3:15 – 5:00</b> <i>Interest Inventory &amp; Profile</i>	<b>19</b> <b>12:00 – 4:00</b> <i>NCRC: WorkKeys Testing</i>
<b>22</b> <b>3:15 – 5:00</b> <i>KeyTrain Orientation</i>	<b>23</b> <b>8:00-9:00</b> <i>Resume 101</i> <b>9:00-11:00</b> <i>Resume 201</i> <b>10:45 – 3:00</b> <i>Steps to Success Introduction</i>	<b>24</b> <b>10:00– 12:00</b> <i>Steps to Success:</i> <i>Job Search Techniques</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Do's and Don'ts of Application</i>	<b>25</b> <b>9:30 – 12:00</b> <i>Steps to Success:</i> <i>Interviewing 101</i> <b>1:00 – 3:00</b> <i>Steps to Success</i> <i>Wrap Up</i>	<b>26</b> <b>1:00 - 3:00</b> <i>Starting a Business</i>
<b>29</b> <b>3:15 – 5:00</b> <i>ICDL Orientation</i>	<b>30</b> <b>8:00-9:00</b> <i>Resume 101</i> <b>9:00-11:00</b> <i>Resume 201</i> <b>10:45 – 3:00</b> <i>Steps to Success Introduction</i> <b>3:00 – 5:00</b> <i>Career Advancement</i>	<b>31</b> <b>10:00– 12:00</b> <i>Steps to Success:</i> <i>Job Search Techniques</i> <b>12:00 – 2:00</b> <i>Writing a Business Plan</i> <b>1:00 – 3:00</b> <i>Steps to Success:</i> <i>Do's and Don'ts of Application</i>		