



March 2010

*Additional Workshops may be offered throughout the month.
For more information or to sign up for a Workshop, please call (906) 774-3647.*

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.
- **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
1	2 10:45 – 11:30 <i>Resume 101</i>	3 9:30 – 10:45 <i>Do's and Don'ts of Applications</i> 1:00 – 3:00 <i>Job Search Techniques</i> 3:30 – 4:30 <i>Career Advancement</i>	4 9:30 – 10:45 <i>Interviewing 101</i> 2:00 – 3:30 <i>Resume 201</i>	5
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