

A proud partner of the American Job Center® network

Monday	Tuesday	Wednesday	Thursday	Friday
	1 JOB CENTER CLOSED	2 Resume Workshop 9:00 - 10:00 Basic Computer Skills 1:00 - 2:30	3 Generations in the Workplace 10:30 - 11:30 WIOA Informational Meeting 2:00 - 3:00	4 Job Search Library 11:00 - 1:00 Job Club - <i>Stress Relief</i> 1:00 - 2:30
7 WorkKeys Pretest Workshop 9:30 - 11:00 Career Cruising Assessment 12:30—1:30 Personality Test Workshop 1:45 - 2:15 Ability Profiler 2:30 - 4:00	8 WIOA Informational Meeting 8:30 - 9:30 Resume Review (1/2 hr appts) 9:00 - 11:00 InterviewStream Practice (1/2 hr appts) 2:00 - 4:00 <i>NCRC Testing Day @ LaX Library</i>	9 Financial Coaching 8:00 - 4:00 (1 hr appts)	10	11 Job Search Library 11:00 - 1:00 Job Club - <i>Job Center Scavenger Hunt</i> 1:00 - 2:30
14 Job Search Retreat 9:00 - 11:00 LinkedIn - Starting an Account 1:00 - 2:00 LinkedIn Building - Using Groups Effectively 2:00 - 4:00	15 WIOA Informational Meeting 8:30 - 9:30 Do's & Don'ts for Job Applications 10:30 - 11:30 Jump Start Your Job Search 10:30 - 11:30 Job Search Strategies 2:30 - 3:30 <i>NCRC Testing Day @ LaX Job Center</i>	16 Interviewing Workshop 9:00 - 10:00 Dress for Success 10:30 - 11:30	17 Resume Review (1/2 hr appts) 9:00 - 11:00 Mini Job Fair 11:30 - 1:30 WIOA Informational Meeting 2:00 - 3:00	18 Job Search Library 11:00 - 1:00 Job Club - <i>Motivational Resources</i> 1:00 - 2:30
21	22 WIOA Informational Meeting 8:30-9:30	23 Basic Computer Skills 9:00 - 10:30 Transferrable Skills 10:30 - 11:30 Financial Coaching 8:00 - 4:00 (1 hr appts)	24 Resume Review (1/2 hr appts) 2:00 - 4:00 InterviewStream Practice (1/2 hr appts) 2:00 - 4:00	25 Job Search Library 11:00 - 1:00 Job Club - <i>Having fun interviewing</i> 1:00 - 2:30
28 LinkedIn - Starting an Account 1:00 - 2:00 LinkedIn Building - Using Key Words to Stand Out 2:00 - 4:00	29 Pitching Your Elevator Speech While Networking Workshop 9:00 - 10:00 Jump Start Your Job Search 10:30 - 11:30	30 Strategies for the 40+ Job Seeker 10:30 - 12:00 Basics to Setting Your Financial Goals 2:00 - 3:00	31 Resume Review (1/2 hr appts) 2:00 - 4:00 WIOA Informational Meeting 2:00 - 3:00	Mock Interviewing is available by appointment only. Please contact Dena Daentl @ 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov

Register at the Workforce Development Center Help Desk or call (608) 789-5627.

Workforce Innovation and Opportunity Act programs are made available with Workforce Innovation and Opportunity Act funding from the Western Wisconsin Workforce Development Board, Inc., Wisconsin Department of Workforce Development and United States Department of Labor. The Western Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service 7-1-1. Please contact us at (608-789-5499) to request information in an alternate format, including translated to another language.

Ability Profiler: Complete an ability assessment that is a part of Career Cruising. Each assessment can assist in guiding you in your next career direction. *Presented/Proctored by Myron Daubert.*

Basics to Setting Your Financial Goals: Money management skills are important for everyone. This workshop emphasizes a basic approach to spending, saving, and planning and will help you to help yourself achieve financial stability. *Presented by Dena Daentl*

BITS: Basic Computer Skills: Learn essential computer skills like: using the mouse & keyboard, creating documents, managing files, using the internet, and exploring social media. Workshops are designed as instructor-led introductions to BITS and include guided instruction to get started in BITS.

Presented by Myra Kunert & Ray Heidel

Career Cruising!: Learn about assessments and how they improve your job search and career development. Get introduced to the great employment website "Career Cruising" and how to use it effectively by completing the interest assessment and receiving interpretation and guidance from a career counselor. *Presented by Myron Daubert*

Do's and Don'ts of Applications: Applications are legal documents and whether they are on paper or online they reveal something about your previous work experience and your employability skills. We will talk about what sort of information is usually on application forms and learn some tips for doing them right – so you will get that job! *Presented by Annie Allen-Wyman*

Dress for Success: Employers tell us that what you wear to the interview matters! Your work ethic may be reflected in your clothing, accessories, and body language. This workshop will provide advice and suggestions. *Presented by Annie Allen– Wyman*

Financial Coaching: A newer approach, distinct from financial education or counseling, to help individuals and families take control of their resources. One-hour appointments with Susan Taylor, Financial Coach, UW-Extension.

Generations in the Workplace A "generation" is defined as people of about the same age who have similar experiences with historical events. You may have a younger boss or you may supervise people who are a generation older than you. What benefits do generational differences in values, self-concept, people-skills, and work ethic bring to the workplace? What kinds of conflicts may need to be resolved? *Presented by Annie Allen-Wyman*

Interviewing: Learn the basics of effective interviewing for employment. Discover the importance of preparing for the interview, providing a descriptive and appealing representation of what you have to offer in an interview, and appropriate follow up to the interview. *Presented by Ray Heidel*

Interview Stream Practice: After Job Service staff set you up with an account, you can schedule a time to practice interviewing with *Interview Stream* on a computer in a quiet room.

Job Club: Get together with fellow job seekers and chat about a topic. *Facilitated by Myron Daubert & Dena Daentl*

Job Search Library: A variety of job search resources available for your use. This is not a workshop, but it is a quiet place to review job search and career development information.

Job Search Strategies: This workshop is for beginners and starts at the beginning of the job search process. If you have not searched for a new job, or a better job, in the last five years, this session provides tips and recommended strategies. *Presented by Annie Allen-Wyman*

Job Seekers Retreat: Re-Energize, Re-Organize and Reflect!: Begin an exciting new journey by attending this introduction to Job/Career guidance and counseling here at the Job Center. Learn about internet tools and job/career planners that can enhance your search. Let's work together to free your mind from clutter and get it focused on your new path. *Presented by Myron Daubert*

Jump Start Your Job Search!: Getting a job isn't always easy – we can help! This workshop is an introduction to the Workforce Development Center and the resources available here. We will also touch on job search basics and best practices and provide information on how to access more intensive assistance. *Presented by Della Snyder*

LinkedIn Profile Building: *Presented by Myron Daubert.* Get tips on how to build (or create) your LinkedIn profile and increase your networking and job search power. Open lab, may come and go during training although some general instruction at beginning.

Mock Interviewing - Job interviews can be intimidating. Mock interviews can be scheduled one-on-one or with a panel, to give you the best practice. Learn the importance of body language and how to present your best self so you will be ready to ace your next interview! *To schedule, please contact Dena Daentl at 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov*

Pitching Your Elevator Speech while Networking: *Presented by Myra Kunert.* In this workshop you will develop a draft elevator speech and be provided ideas of places and people to network your new speech with.

Resume Reviews: Bring your resume and/or cover letter and Job Service Staff will help you market your experience, skills, and accomplishments to potential employers. One-on-one reviews are scheduled for 30 minute appointments.

Résumé Workshop: *Presented by Ray Heidel.* For those with little or no resume writing experience. Learn the importance of resumes. Understand the parts that make up the resume. Distinguish between and choose the appropriate resume type for you and begin to develop your resume.

Strategies for the 40+ Job Seeker: Job seekers over age 40 may need to market their strong work ethic and provide their own contradictions to common age-related stereotypes. We will identify the most desired soft skills, review resumes for hidden "I am old" messages and practice great strategies for older job seekers. *Presented by Annie Allen-Wyman*

Transferable Skills: Transferable skills can be used in any occupation. These skills may be mastery of a machine or a manufacturing process, or proven competency as a leader or trainer. In this workshop, we identify your transferrable skills and learn how to demonstrate them in today's dynamic job market. *Presented by Annie Allen-Wyman*

WIOA Informational Meeting: Meet with your local Career Planner to learn about the Workforce Innovation and Opportunity Act (WIOA) program and how it might help you reach your employment goals. WIOA may assist individuals with training, job search skills, career planning and more. Plus learn about the resources of the Job Center!

Work Keys Pretests or Personality Test: *Facilitated by Myron Daubert.* Take Key Train assessments to identify skill strengths or to qualify for taking the WorkKeys exam to earn your NCRC Certificate. Or, take a personality test to find job fits through taking a personality assessment.

Work Keys Testing to earn the **National Career Readiness Certificate** is available at the Workforce Development Center and at the La Crosse Public Library each month. If you're interested in earning your NCRC, please contact the Call Center at 1-888-258-9966 and follow the prompts to obtain your Key Train Username and Password. After scoring at least a 3 on each of the Work Keys Assessments, Applied Math, Graphic Literacy, and Workplace Documents, you may contact the Call Center again to schedule a time to take the in-person exam.

Online Workshops! Just log on to jobcenterofwisconsin.com—click "Online Workshops" from the blue bar on the top of the page and elect your topic of choice!

Topics include: **Networking, Job Searching Technology, Resume and Job Application, Interviewing, & Your Workplace Skills**