

A proud partner of the American Job Center® network

Mon	Tue	Wed	Thu	Fri
	1	2 Resume Workshop 9:00am - 10:00 am Michael Xiong Veterans' Employment Rep 1:00-3:00pm	3	4 WIOA Informational Meeting 10:00am-11:00am
7	8	9 Interview Workshop 9:00am - 10:00 am Michael Xiong Veterans' Employment Rep 1:00-3:00pm	10	11 WIOA Informational Meeting 10:00am-11:00am
14  NCRC Testing Day *See back for details	15	16 Basic Computer Skills 9:00am-10:30am Michael Xiong Veterans' Employment Rep 1:00-3:00pm	17	18 WIOA Informational Meeting 10:00am-11:00am
21	22	23 Networking 9:00am - 10:00 am Michael Xiong Veterans' Employment Rep 1:00-3:00pm	24	25 WIOA Informational Meeting 10:00am-11:00am
28	29	30 Basics to Setting Your Financial Goals 9:00-10:00	31	Mock Interviewing! Call Dena Daentl (608) 789-5651 To schedule a time to participate in a mock interview.

Please Register at the Monroe County Job Center Front Desk or call (608) 374.7740.

http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf
Events Subject to Change Without Notice

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.

BITS: Basic Computer Skills: Presented by Terry Shreve. 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.

Interviewing: Presented by Terry Shreve. 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.

Meet with Career Counselor for Assessments and/or Career Development: Meet with Myron Daubert to explore and discuss career paths and training possibilities.

Networking: Presented by Terry Shreve. In this workshop you will develop a draft elevator speech and be provided ideas of places and people to network your new speech with.

Résumé Workshop: Presented by Terry Shreve. 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.

Veterans Employment Representative: This is a time when you can meet individually with Veteran Representative Michael Xiong and discuss job search possibilities.

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!

The National Career Readiness Certification (NCRC)

To earn the certificate, please call **888-258-9966** to be assigned a Work Keys Curriculum Username and Password. After scoring **at least 80%** on at least two level quizzes in each of the three courses: Applied Math, Workplace Documents, and Graphic Literacy, please call the same number to schedule an appointment. **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 sta-

Online Workshops! Just log on to jobcenterofwisconsin.com—click “Online Workshops” from the blue bar on the top of the page—select your topic of choice!

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