

**Workforce Development Center
Western Wisconsin**



February

<https://jobcenterofwisconsin.com>
www.westernwdb.org
<https://dwd.wisconsin.gov>
www.workforceconnections.org

East Ward Commerce Center
 2615 East Avenue S, Suite 101
 La Crosse, WI 54601
 (608) 789-5627
Hours: Monday thru Friday
8:00 a.m. – 4:30 p.m.

A proud partner of the American  JobCenter® network

Mon	Tue	Wed	Thu	Fri
			1 <i>Dress for Success</i> 10:30am- 11:30am	2 <i>Job Club</i> <i>Researching Employers</i> 1:00pm - 2:30pm
5 <i>Resume Reviews</i> 2:00pm -4:00pm	6 <i>Jump Start Your Job Search</i> 10:30am - 11:30am	7 <i>Resume Workshop</i> 9am-10am  <i>Financial Coaching</i> 8:00am - 4:30pm	8 <i>BITS: Basic Computer Skills</i> 9:00 am - 10:30am <i>Generations in the Workplace</i> 1:30pm - 2:30pm	9 <i>Job Club</i> <i>Mini Retreat</i> 1:00pm - 2:30pm
12 <i>LinkedIn: Starting an Account</i> 1:00pm -2:00pm <i>LinkedIn Building: Using a Home Page</i> 2:00pm-4:00pm 	13 <i>Dos and Don'ts of Applications</i> 1:30-2:30	14 <i>Interviewing Workshop</i> 9:00am - 10:00 am <i>Resume Reviews</i> 1:00pm—3:00pm 	15 <i>BITS: Basic Computer Skills</i> 9:00 am - 10:30am <i>Mini Job Fair</i> 11:30am - 1:30pm <i>Job Seeker's Retreat</i> 1:00pm-3:00pm	16 <i>Job Club</i> <i>Who Would You Hire?</i> 1:00pm - 2:30pm
19 <i>Key Train Pretest Workshop</i> 9:30am - 11:00am <i>Career Cruising Assessment</i> 12:30pm -1:30pm <i>Personality Test Workshop</i> 1:45pm - 2:15pm <i>Ability Profiler</i> 2:30pm - 4:00pm	20 <i>Jump Start Your Job Search</i> 10:30am - 11:30am	21  <i>Financial Coaching</i> 8:00am - 4:30pm <i>BITS: Basic Computer Skills</i> 9:00 am - 10:30am <i>Strategies for the 40+ Job Seeker</i> 2:30 pm - 3:30pm	22 <i>Walk Through to Western</i> 9:00am-10:00am <i>Resume Reviews</i> 2:00pm - 4:00pm	23 <i>Job Club</i> <i>Career Development Games</i> 1:00pm - 2:30pm
26 <i>LinkedIn: Starting an Account</i> 1:00pm -2:00pm <i>LinkedIn Building: Job Search Features</i> 2:00pm-4:00pm	27 <i>Resume Reviews</i> 9:00am—11:00am <i>Transferrable Skills</i> 1:30pm - 2:30am	28 <i>Networking Workshop</i> 1:30pm - 2:30 pm		<i>Mock Interviewing!</i> Call Dena Quinn (608) 789-5651 To schedule a time to participate in a mock interview

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

The Western Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact Julie Mitchell, 608-789-4584, mitchellj@westernwdb.org or Wisconsin Relay 711.

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.

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 Terry Shreve & Dena Quinn. **(New users must have an active email account and know the password to access it to get credit for work search)**

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.

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

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 Terry Shreve.

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.

WorkKeys Testing to earn a National Career Readiness Certificate is available at the Workforce Development Center and at the Library monthly. To earn the certificate, individuals need to call 888-258-9966 and follow the prompts to get a Key Train Username and Password. After scoring at least a 3 on the Math, Locating, and Reading pretests, the individual can call the same number to set up an in person test.

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

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.

Transferrable Skills: Transferrable 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.

Walk Through Western: Western Technical College staff will “walk through” the school’s website, and show you how to apply, and look at programs and course offerings. This month’s theme is HEALTHCARE CAREERS. Presented by Kim Panzer, Adult Education Recruiter.

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 (DET)

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 (DET)

Dos 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

Job Club: Get together with fellow job seekers and chat about a topic facilitated by Myron Daubert, the Job Service Career Counselor & Dena Quinn.

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. Reviews are scheduled for 30 minute appointments.

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