

# February 2019

<https://jobcenterofwisconsin.com>  
[www.westernwdb.org](http://www.westernwdb.org)  
<https://dwd.wisconsin.gov>  
[www.workforceconnections.org](http://www.workforceconnections.org)

120 East Milwaukee Street  
Tomah, WI 54601  
(608) 374-7740  
Hours: Monday thru Thursday  
8:00 a.m. – 4:30 p.m.  
Friday 8:00 a.m.-4:00 p.m.

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Monday	Tuesday	Wednesday	Thursday	Friday
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4  <i>WIOA Informational Meeting</i> 1:00-2:00pm	5	6  <i>Resume Workshop</i> 9:00am - 10:00 am  <i>Michael Xiong</i> Veterans' Employment Rep 1:00-3:00pm	7	8
11  <i>WIOA Informational Meeting</i> 1:00-2:00pm   <i>NCRC Testing Day</i> *See back for details	12	13  <i>Interview Workshop</i> 9:00am - 10:00 am  <i>Michael Xiong</i> Veterans' Employment Rep 1:00-3:00pm	14  <i>Meet with a Career Counselor</i> <i>for Assessments and/or</i> <i>Career Development</i>  One hour appts are available from 9:00 - 11:00  Please pre-register by calling (608) 374-7740	15
18  <i>WIOA Informational Meeting</i> 1:00-2:00pm	19	20  <i>Basic Computer Skills</i> 9:00am-10:30am  <i>Michael Xiong</i> Veterans' Employment Rep 1:00-3:00pm	21	22
25  <i>WIOA Informational Meeting</i> 1:00-2:00pm	26	27  <i>Networking</i> 9:00am - 10:00 am  <i>Basics to Setting Your Financial Goals</i> 10:30-11:30  <i>Michael Xiong</i> Veterans' Employment Rep 1:00-3:00pm	28	

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

Workshops/Events are Subject to Cancel or 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!

**Work Keys Testing** to earn the **National Career Readiness Certificate** is available at the Wisconsin Job Center—Monroe County on the second Monday of 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 <https://jobcenterofwisconsin.com/>

click "Online Workshops" from the blue bar at the top of the page—select your topic of choice!

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

*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.*