



March 2020

120 East Milwaukee Street
Tomah, WI 54660
(608) 374-7740
Hours: Monday thru Thursday
8:00 a.m. – 4:30 p.m.
Friday 8:00 a.m.-4:00 p.m.

A proud partner of the AmericanJobCenter® network

<https://jobcenterofwisconsin.com>
www.westernwdb.org

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 Resume Workshop 9:00 - 10:00am Crystal Strand Veterans' Employment Rep 1:00 - 3:00pm	5	6
9 WIOA Informational Meeting 1:00 - 2:00pm	10	11 Interviewing Workshop 9:00 - 10:00am Crystal Strand Veterans' Employment Rep 1:00 - 3:00pm	12 Meet with a Career Counselor for Assessments, Career Development, or Job Search Assistance **One hour individual appts are available at 9:00, 10:00, and 11:00am Please pre-register by calling (608) 374-7740	13
16 WIOA Informational Meeting 1:00 - 2:00pm	17	18 Basic Computer Skills Workshop 9:00 - 10:00am Crystal Strand Veterans' Employment Rep 1:00 - 3:00pm	19	20
23 WIOA Informational Meeting 1:00 - 2:00pm	24	25 Networking Workshop 9:00 - 10:00am Crystal Strand Veterans' Employment Rep 1:00 - 3:00pm	26	27
30 WIOA Informational Meeting 1:00 - 2:00pm	31			

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

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 Workshop: 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 a Career Counselor for Assessments, Career Development, or Job Search Assistance: Meet with Myron Daubert to explore and discuss career paths, training possibilities, and one-on-one job search assistance.

Pitching Your Elevator Speech while 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 Crystal Strand 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!

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.