

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p><b>Career Cruising Assessment</b> 12:30 - 1:30</p> <p><b>Personality Test Workshop</b> 1:45 - 2:15</p> <p><b>Ability Profiler</b> 2:30 - 4:00</p>	<p>4</p> <p>WIOA Informational Meeting 8:30 - 9:30</p> <p>★ <b>Ashley Furniture On-Site</b> 8:30 - 11:00</p> <p>Jump Start Your Job Search 10:30-11:30</p>	<p>5</p> <p><b>Resume Review (1/2 hr appts)</b> 9:00 - 11:00</p> <p><b>Generations in the Workplace</b> 10:30 - 11:30</p> <p><b>Resume Workshop</b> 1:00 - 2:00</p>	<p>6</p> <p><b>Do's &amp; Don'ts for Applications</b> 10:00 - 11:00</p> <p><b>Job Seeker's Retreat</b> 1:00 - 3:00</p>	<p>7</p> <p><b>Finders Keepers</b> 10:30 - 11:30</p> <p><b>Job Club - Who Would You Hire?</b> 1:00 - 2:30</p>
<p>10</p> <p><b>LinkedIn - Starting an Account</b> 1:00 - 2:00</p> <p><b>LinkedIn Building - Using Key Words to Stand Out</b> 2:00 - 4:00</p>	<p>11</p> <p>WIOA Informational Meeting 8:30 - 9:30</p> <p><b>Basic Computer Skills</b> 1:00 - 2:30</p> <p><b>InterviewStream (1/2 hr appts)</b> 2:00 - 4:00</p>	<p>12</p> <p>★ <b>Ashley Furniture On-Site</b> 8:30 - 11:00</p> <p><b>Transferrable Skills</b> 11:00 - 12:00</p>	<p>13</p> <p><b>Dress for Success</b> 10:00 - 11:00</p> <p><b>Resume Review (1/2 hr appts)</b> 2:00 - 4:00</p>	<p>14</p> <p><b>Job Club - Overcoming Barriers</b> 1:00 - 2:30</p>
<p>17</p> <p><b>Resume Review (1/2 hr appts)</b> 9:00 - 11:00</p> <p><b>Pitching Your Elevator Speech While Networking</b> 1:00 - 2:00</p>	<p>18</p> <p>★ <b>Ashley Furniture Hiring Event</b> 8:00 - 4:00</p> <p>WIOA Informational Meeting 8:30 - 9:30</p> <p>Jump Start Your Job Search 10:30-11:30</p>	<p>19</p> <p><b>Interviewing Workshop</b> 9:00 - 10:00</p> <p><b>AARP Strategies for 50+ Job Seekers</b> 10:30 - 12:00</p> <p><b>Resume Workshop</b> 1:00 - 2:00</p>	<p>20</p> <p><b>Mini Job Fair</b> 11:30 - 1:30</p> <p>WIOA Informational Meeting 2:00 - 3:00</p>	<p>21</p> <p><b>Job Club - True Colors</b> 1:00 - 2:30</p> <p><i>Happy 1st Day of Summer!</i></p>
<p>24</p> <p><b>LinkedIn - Starting an Account</b> 1:00 - 2:00</p> <p><b>LinkedIn Building - Profile into Portfolio</b> 2:00 - 4:00</p>	<p>25</p> <p>WIOA Informational Meeting 8:30 - 9:30</p> <p>★ <b>Ashley Furniture On-Site</b> 8:30 - 11:00</p> <p><b>Job Search Strategies (beginners)</b> 10:30 - 11:30</p>	<p>26</p> <p><b>Basic Computer Skills</b> 9:00 - 10:30</p> <p><b>Resume Review (1/2 hr appts)</b> 2:00 - 4:00</p>	<p>27</p> <p>WIOA Informational Meeting 2:00 - 3:00</p> <p><b>InterviewStream (1/2 hr appts)</b> 2:00 - 4:00</p>	<p>28</p> <p><b>Job Club - Get Help Finding Employers</b> 1:00 - 2:30</p>

Mock Interviewing is available by appointment & counts as one work search activity. Please contact Dena Daentl @ 608.789.5651 or [Dena.Daentl@dwd.wisconsin.gov](mailto:Dena.Daentl@dwd.wisconsin.gov)

Workshop calendars can be found online at: <https://www.workforceconnections.org/job-seeker.html>

Workshops/Events listed in **BOLD** indicate a valid work-search activity for those receiving Unemployment Insurance benefits.

**AARP Strategies for the 50+ Job Seeker:** AARP offers seven strategies for “older workers,” including tips for finding jobs, marketing work ethic and experience & connecting with opportunities to develop new skills. 90 minute session - Presented by *Annie Allen-Wyman*

**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 *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*

**Finders Keepers:** Every new job starts with onboarding, that can be a combination of probation, try-out, & orientation. Success is based on impressing everyone & contributing to the goals of the company. Presented by *Annie Allen-Wyman*.

**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 Workshop:** 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:** Chat with fellow job seekers about a topic. Facilitated by *Myron Daubert & Dena Daentl*

**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*

**Personality Test:** Facilitated by *Myron Daubert*. Take a personality test to find job fits through taking a personality assessment.

**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.

**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!

To register for a workshop , please call the Workforce Development Center Help Desk at (608) 789-5627 or you may register in person at the Job Center.