

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>OFFICES CLOSED</p>  <p>LABOR DAY</p>	<p>3</p> <p>WIOA Orientation 8:30 - 9:30</p> <p>Ashley Furniture On-Site 8:30 - 11:00</p> <p>Jump Start Your Job Search 10:30 - 11:30</p>	<p>4</p> <p>InterviewStream 9:00 - 11:00 (1/2 hr appts)</p> <p>Resume Review 9:00 - 11:00 (1/2 hr appts)</p>	<p>5</p> <p>Dress for Success 10:30 - 11:30</p> <p>Resume Workshop 1:00 - 2:00</p>	<p>6</p> <p>Job Fair Prep Workshop 10:00 - 11:00</p> <p>Job Club - Researching Employers 1:00 - 2:30</p>
<p>9</p> <p>Career Cruising Assessment 12:30 - 1:30</p> <p>Personality Test Workshop 1:45 - 2:15</p> <p>Ability Profiler 2:30 - 4:00</p>	<p>10</p> <p>Ashley Furniture On-Site 8:30 - 11:00</p> <p>WIOA Orientation 8:30 - 9:30</p> <p>Job Fair Prep Workshop 1:00 - 2:00</p>	<p>11</p> <p>Do's & Don'ts of Applications 9:00 - 10:00</p> <p>Transferable Skills 10:30 - 11:30</p>		<p>13</p> <p>Job Club - Scavenger Hunt 1:00 - 2:30</p> <p>Resume Review 2:00 - 4:00 (1/2 hr appts)</p>
<p>16</p> <p>LinkedIn - Starting an Account 1:00 - 2:00</p> <p>Resume Workshop 1:00 - 2:00</p> <p>LinkedIn Building - Using Headline & Summary Effectively 2:00 - 4:00</p>	<p>17</p> <p>WIOA Orientation 8:30 - 9:30</p> <p>Ashley Furniture On-Site 8:30 - 11:00</p> <p>Pitching Your Elevator Speech While Networking 9:00 - 10:00</p> <p>Jump Start Your Job Search 10:30 - 11:30</p>	<p>18</p> <p>Resume Review 9:00 - 11:00 (1/2 hr appts)</p> <p>Interviewing Workshop 1:00 - 2:00</p>	 <p>Coulee Region Job Fair 2:00 - 6:00 Onalaska Omni Center</p>	<p>20</p> <p>Job Club - Hidden Resources on Job Center of Wisconsin Website 1:00 - 2:00</p>
<p>23</p> <p>InterviewStream 9:00 - 11:00 (1/2 hr appts)</p> <p>Job Seeker's Retreat 1:00 - 3:00</p> <p>Resume Review 2:00 - 4:00 (1/2 hr appts)</p>	<p>24</p> <p>WIOA Orientation 8:30 - 9:30</p> <p>Ashley Furniture Job Fair 8:00 - 4:00</p> <p>Fundamentals of Job Retention 10:30 - 11:30</p>	<p>25</p> <p>Job Search Strategies 9:00 - 10:00</p> <p>Basic Computer Skills 9:00 - 10:30</p>	<p>26</p> <p>AARP's 7 Strategies for 50+ 10:00 - 11:00</p>	<p>27</p> <p>Generations in the Workplace 10:30 - 11:30</p> <p>Job Club - Career Development Games 1:00 - 2:30</p>
<p>30</p> <p>LinkedIn - Starting an Account 1:00 - 2:00</p> <p>LinkedIn Building - Using Groups 2:00 - 4:00</p>	<p>Mock Interviewing is available by appointment & counts as <i>one work search activity</i>. Please contact Dena Daentl @ 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov</p>	<p>Workshops/Events listed in BOLD indicate a valid work-search activity for those receiving Unemployment Insurance benefits.</p>	<p>Please note: Anyone arriving more than 10 minutes late for a workshop will not be permitted to attend.</p> <p><i>*See back for workshop descriptions</i></p>	

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. - 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*

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 that report your previous work experience and your employability skills. What facts are usually on applications? Where are mistakes often made? 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*

Fundamentals of Job Retention: They say that hard skills or technical skills “get” the job, but it’s soft skills and people skills that “keep” the job. We’ll talk about how to be ready to be successful in your new job. Presented by *Annie Allen-Wyman*.

Generations in the Workplace: People of similar age who have had similar experiences are a “generation” and there are more generations in today’s workplace than ever before! Each brings gifts and differences. We’ll talk about values, self-concept, people-skills, work ethic, and possibly conflicts. 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 and appropriate follow up to the interview. Presented by *Dena Daentl*

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 Fair Prep Workshop: Job Fairs, business open houses, and hiring events are opportunities to explore companies and career possibilities. Offering strategies to make the opportunity work for you!

Job Search Strategies: Designed for newcomers to today’s labor market, whether you’re looking for new or better employment, we’ll talk about the whole job search process and provide tips and 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 *Myra Kunert*. 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 are used in any occupation, and may be the mastery of a machine or proven competency as a manager. Identify your transferable skills and learn how to effectively market them in a job search. 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!

Coulee Region Job Fair
September 19th - 2:00 - 6:00 pm
Onalaska Omni 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.

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

Topics include: **(1) Networking (2) Job Searching Technology (3) Resume and Job Application (4) Interviewing (5) Your Workplace Skills**