

# September 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 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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p><b>LABOR DAY</b> CLOSED</p>	<p>3</p>	<p>4</p> <p><b>Resume Workshop</b> 9:00am - 10:00 am <b>Michael Xiong</b> Veterans' Employment Rep 1:00-3:00pm</p>	<p>5</p>	<p>6</p>
<p>9</p> <p><b>WIOA Informational Meeting</b> 1:00-2:00pm</p>	<p>10</p>	<p>11</p> <p><b>Interview Workshop</b> 9:00am-10:00am <b>Preparing for a Job Fair</b> 10:30-11:30 <b>Michael Xiong</b> Veterans' Employment</p>	<p>12</p> <p><b>Meet with a Career Counselor for Assessments and/or Career Development</b> One hour appts are available from 9:00 - 11:00 Please pre-register by calling (608) 374-7740</p>	<p>13</p>
<p>16</p> <p><b>WIOA Informational Meeting</b> 1:00-2:00pm</p>	<p>17</p>	<p>18</p> <p><b>Basic Computer Skills</b> 9:00am-10:00am <b>Michael Xiong</b> Veterans' Employment Rep 1:00-3:00pm 1:00-3:00pm</p>	<p>19</p> <p><b>Coulee Region Job Fair</b> 2:00 - 6:00 <b>Onalaska Omni Center</b></p>	<p>20</p>
<p>23</p> <p><b>WIOA Informational Meeting</b> 1:00-2:00pm</p>	<p>24</p>	<p>25</p> <p><b>Networking</b> 9:00-10:00am <b>Michael Xiong</b> Veterans' Employment Rep 1:00-3:00pm</p>	<p>26</p>	<p>27</p>
<p>30</p> <p><b>WIOA Informational Meeting</b> 1:00-2:00pm</p>				

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!

**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.*