

**Workforce Development Center
Western Wisconsin**





October

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

**East Ward Commerce Center
2615 East Avenue S, Suite 101
La Crosse, WI 54601
(608) 789-5627
Hours: Monday thru Friday
8:00 a.m. – 4:30 p.m.**

A proud partner of the AmericanJobCenter® network

Mon	Tue	Wed	Thu	Fri
2 	3 Jump Start Your Job Search 10:30am - 11:30am	4 Financial Coaching 8:00am - 4:30pm Basic Computer Skills 9:00am-10:30am Resume Workshop 9am-10am	5	6 Job Club <i>Laughing & Learning with Job Search Funnies</i> 1:00pm - 2:30pm
9 LinkedIn Building & Job Searching 1:00pm - 4:00pm	10	11 Interviewing Workshop 9:00am - 10:00 am BITS: Basic Computer Skills 10:30 am - 12:00 pm	12 Mock Interviewing 9am-12pm Job Seeker's Retreat 1:00pm-3:00pm	13 Job Club <i>Trends In The Workforce</i> 1:00pm - 2:30pm
16 Key Train Pretest Workshop 9:30am-11:00am Career Cruising Assessment 12:30pm-1:30pm Personality Test Workshop 1:45pm-2:15pm Ability Profiler 2:30pm-4:00pm	17	18 Financial Coaching 12:00pm - 4:30pm Networking Workshop 9:00am - 10:00 am	19 Walk Through Western 2:30pm-3:30pm	20 
23 LinkedIn Profiler Building & New Features 1:00pm - 4:00pm	24 Jump Start Your Job Search 10:30am - 11:30am Generational Differences in the Workplace 1:00pm-2:00pm	25 BITS: Basic Computer Skills 9:00 am - 10:30am Financial Coaching 8:00am - 4:30pm	26 Mock Interviewing 9am-12pm	27 Transferrable Skills 10:30am - 11:30am Job Club Using Your Age (16-99) to Your Advantage in Job Searching 1:00pm-2:30pm
30	31			

Register at the Workforce Development Center Help Desk or call (608) 789-5627.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Funding by the Workforce Innovation and Opportunity Act of 2015 through the US Department of Labor and the WI Department of Workforce Development.

Ability Profiler: Presented/Proctored by Myron Daubert. Complete an ability assessment that is a part of Career Cruising. Each assessment can assist in guiding you in your next career direction.

Basic Computer Skills: Presented by Terry Shreve & Dena Quinn. 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. **(New users must have an active email account and know the password to access it to get credit for work search)**

Career Cruising!: Presented by Myron Daubert. 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.

Financial Coaching: Presented by Susan Taylor, Financial Coach, UW-Extension. A newer approach, distinct from financial education or counseling, to help individuals and families take control of their resources. One-hour sessions.

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.

Job Club: Presented by Myron Daubert & Dena Quinn. Get together with fellow job seekers and chat about a topic facilitated by Myron Daubert, the Job Service Career Counselor.

Job Seekers Retreat: Re-Energize, Re-Organize and Reflect!: Presented by Myron Daubert. 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.

Jump Start Your Job Search!: Presented by Della Snyder. 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.

Key Train Pretests or Personality Test: Facilitated by Myron Daubert. Take Key Train assessments to identify skill strengths or to qualify for taking the WorkKey exam to earn your NCRC Certificate. Or, take a personality test to find job fits through taking a personality assessment.

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.

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.

Transferrable Skills: Presented by Annie Allen-Wyman. Transferrable 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.

Walk Through Western: Western Technical College staff will "walk through" the school's website, and show you how to explore the programs teaching manufacturing skills. The application, enrollment process, and entrance exams will be explained. Special displays and brochures about Manufacturing Systems Maintenance Technician, Industrial-Electrical Technician, CNC, Machining and other trades programs will be featured this month.

Generational Differences 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 (DET)

Mock Interviewing: Please contact Dena @ (608)789-5651 to schedule your appt. Email your current resume as well as a job posting you're interested in to DenaL.Quinn@dwd.wisconsin.gov, prior to your scheduled time. Mock interviews are scheduled in one-hour increments to provide feedback and enhance your interviewing skills.

WorkKeys Testing to earn a National Career Readiness Certificate is available at the Workforce Development Center and at the Library monthly. To earn the certificate, individuals need to call [888-258-9966](tel:888-258-9966) and follow the prompts to get a Key Train Username and Password. After scoring at least a 3 on the Math, Locating, and Reading pretests, the individual can call the same number to set up an in person test.

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

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