


TOMAH JOB CENTER

October 2017

120 East Milwaukee Street
608 374 7740
Monday thru Friday
8:00 am – 4:30 pm

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Resume Writing <i>9:00 am to 10:00 am</i>	4 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	5	6
9 For information on the National Career Readiness Certificate Call Your Local Job Center OR The Job Service Call Center 888 258 9966	10 Interviewing <i>2:30 pm to 3:30 pm</i>	11 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	12	13 
16	17 Basic Computer Skills Course (BITS) <i>9:00 am – 12:00 pm</i>	18 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	19	20
23	24	25 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	26 Meet with Career Counselor for Assessments and/or Career Development <i>9:00 am</i> <i>10:00 am</i> <i>11:00 am</i>	27
30	31 Networking <i>9am-10am</i>			

Please register in person at the Tomah Job Center Front Desk or call 608.374.7740
Events Subject to Change Without Notice

http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf

Please register in person at the Tomah Job Center Front Desk or call 608.374.7740

http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf

Events Subject to Change Without Notice

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

Basic Computer Skills Course (aka BITS) Presented by Terry Shreve. Essential computer skills: use a mouse and keyboard, create documents, manage files, use the Internet, and explore social media. Designed as instructor led introduction to BITS and guided instruction to get started in BITS.

Key Train / Career Ready 101: Facilitated by Myron Daubert. Take Key Train assessments to identify skill strengths or to qualify for taking the WorkKeys exam to earn your NCRC Certificate. Learn about other careers, build soft skills, or develop job/career search skills.

Meet with Career Counselor for assessments and/or career development: Presented by Myron Daubert to explore and discuss career paths and training possibilities.

Resume Writing: 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 and choose appropriate resume type for you and begin to develop a resume.

Veterans' Employment Representative: Presented by Vern Tranberg. This is a time when you can meet individually with a Veteran representative and discuss job search possibilities.