

**Workforce Development Center  
Western Wisconsin**






# OCTOBER

<https://jobcenterofwisconsin.com>  
[www.westernwdb.org](http://www.westernwdb.org)  
<https://dwd.wisconsin.gov>  
[www.workforceconnections.org](http://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
<p>1</p> <p><b>WorkKeys Pretest Workshop</b> 9:30-11:00am</p> <p><b>Career Cruising Assessment</b> 12:30-1:30pm</p> <p><b>Personality Test Workshop</b> 1:45-2:15pm</p> <p><b>Ability Profiler</b> 2:30-4:00pm</p> <p><b>Resume Review</b> 2:00pm-4:00pm (1/2 hr individual appointments)</p>	<p>2</p> <p><b>Ashley Furniture On-site</b> 8:00-10:00am</p> <p><b>Resume Workshop</b> 9:00-10:00am</p> <p><b>InterviewStream Mock Interviews</b> 2:00pm-4:00pm (1/2 hr individual appointments)</p>	<p>3</p> <p><b>BITS Basic Computer Skills</b> 1:00-2:30pm</p> <p><b>Financial Coaching</b> 8:00am - 3:00pm</p> <p><b>Information about Apprenticeships</b> 2:30-3:30pm</p>	<p>4</p> <p><b>Dos and Don'ts of Applications</b> 9:00-10:00am</p> <p><b>Jump Start Your Job Search</b> 10:30-11:30am</p> <p><b>WIOA Informational Meeting</b> 2:00pm -3:00pm</p>	<p>5</p> <p><b>Job Search Library</b> 11:00am-1:00pm</p> <p><b>Job Club: Recovering from Financial Hardship</b> 1:00-2:30pm</p>
<p>8</p> <p><b>LinkedIn: Starting an Account</b> 1:00-2:00pm</p> <p><b>LinkedIn Building: Profile Into Portfolio</b> 2:00-4:00pm</p>	<p>9</p> <p><b>Generations in the Workplace</b> 10:30-11:30am</p> <p> <b>NCRC Testing Day</b> @ La Crosse Public Library *See back for details</p>	<p>10</p> <p><b>Resume Review</b> 9:00-11:00am (1/2 hr individual appointments)'</p>	<p>11</p> <p><b>Ashley Furniture On-site</b> 8:00-10:00am</p> <p><b>WIOA Informational Meeting</b> 8:30-9:30</p> <p><b>Transferable Skills</b> 2:30-3:30pm</p>	<p>12</p> <p><b>Job Search Library</b> 11:00am-1:00pm</p> <p><b>Job Club</b> <b>Job Fits based on Personality Type</b> 1:00- 2:30pm</p>
<p>15</p> <p><b>Walk through Western Manufacturing Skills and Trades</b> 2:30-3:30pm</p> <p><b>Job Seeker's Retreat</b> 1:00-3:00pm</p>	<p>16</p> <p> <b>NCRC Testing Day</b> @ La Crosse Job Center *See back for details</p>	<p>17</p> <p><b>Ashley Furniture On-site</b> 8:00-10:00am</p> <p><b>Financial Coaching</b> 8:00am - 3:00pm</p> <p><b>Interviewing Workshop</b> 9:00-10:00am</p> <p><b>Resume Review</b> 2:00pm-4:00pm (1/2 hr individual appointments)</p>	<p>18</p> <p><b>Doherty Staffing On-site</b> 10:30-1:30</p> <p><b>Mini-Job Fair</b> 11:30-1:30</p> <p><b>WIOA Informational Meeting</b> 2:00pm -3:00pm</p>	<p>19</p> <p><b>Job Search Library</b> 11:00am-1:00pm</p> <p><b>Job Club</b> <b>Holiday and Tax Time Planning</b> 1:00- 2:30pm</p>
<p>22</p> <p><b>Ashley Furniture On-site</b> 8:00-12:00</p> <p><b>LinkedIn: Starting an Account</b> 1:00-2:00pm</p> <p><b>LinkedIn Building: Using the Home Page</b> 2:00-4:00pm</p>	<p>23</p> <p><b>Strategies for the 40+ Job Seeker</b> 10:30am-Noon</p>	<p>24</p> <p><b>Job Search Strategies for Beginners</b> 8:00-9:00am</p> <p><b>InterviewStream Mock Interviews</b> 9:30-11:30 (1/2 hr individual appointments)</p> <p><b>BITS Basic Computer Skills</b> 9:00-10:30am</p>	<p>25</p> <p><b>Ashley Furniture On-site</b> 8:00-10:00am</p> <p><b>WIOA Informational Meeting</b> 8:30-9:30</p> <p><b>Dress For Success</b> 10:00-11:00am</p>	<p>26</p> <p><b>Job Search Library</b> 11:00am-1:00pm</p> <p><b>Job Club</b> <b>Abundant Online Training</b> 1:00-2:30pm</p>
<p>29</p> <p> <b>30Resume Review</b> 9:00-11:00am (1/2 hr individual appointments)'</p> <p><b>Jump Start Your Job Search</b> 10:30-11:30a,m</p>	<p>31</p> <p><b>Financial Coaching</b> 8:00am - 3:00pm</p> <p><b>Networking</b> 9:00-10:00am</p>	<p><b>Mock Interviewing!</b> Call Dena Daentl (608) 789-5651 To schedule a time to participate in a mock interview</p>		

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

The Western Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact Julie Mitchell, 608-789-4584, [mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org) or Wisconsin Relay 711.

**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.

**Apprenticeships:** Registered Apprenticeships in Wisconsin start with career exploration and a job application. This workshop, presented by Job Service staff, explains how the Bureau of Apprenticeship Standards is organized, tours the BAS website, and offers strategies for preparing for a very well-paid career. Information is also provided about Youth Apprenticeships and high school students are encouraged to attend. NOTE: Western Technical College open house with tours of the technologies classrooms -- same day, 4 to 7 pm.

**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 Terry Shreve & 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.

**Dos 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

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

**Generations in the Workplace** A “generation” is defined as people 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.

**InterviewStream Mock Interviews:** After Job Service staff sets you up with an account, you can schedule a time to practice interviewing with *InterviewStream* on a computer in a quiet room. You must have access to your email.

**Interviewing:** 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 Terry Shreve.

**Job Club:** Get together with fellow job seekers and chat about a topic facilitated by Myron Daubert & Dena Daentl.

**Job Search Library:** A variety of job search resources available for your use. This is not a workshop, but it is a quiet place to review job search and career development information.

**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.

**Job Search Strategies:** Looking for a job today can be a full-time job! Technology and the current labor market have changed a few of the basic tasks in a job search. This overview is designed for job seekers who just started looking. Presented by Annie Allen-Wyman.

**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.

**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.

**Preparing for a Job Fair:** Presented by Terry Shreve. Learn tips on attending a job fair to get the most out of attending.

**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 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.

**Strategies for the 40+ Job Seeker:** Job seekers age 40+ need to market their work ethic and provide evidence that age-related stereotypes do not apply to them! Identify most desired skills, review resume for hidden, “I am old” messages, practice answers that sell your experience and expertise! Presented by Annie Allen-Wyman.

**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 a 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.

**Walk Through Western:** Western Technical College staff shows you how to “walk through” the school's website. This month, you will explore programs with a bright job growth potential.



### The National Career Readiness Certification (NCRC)

tests are available at the Workforce Development Center and at the La Crosse Public Library each month. To earn the certificate, please call **888-258-9966** to be assigned a Work Keys Curriculum Username and Password. After scoring **at least 80%** on at least two level quizzes in each of the three courses: Applied Math, Workplace Documents, and Graphic Literacy, please call the same number to schedule an appointment for the NCRC

**Online Workshops!** Just log on to [jobcenterofwisconsin.com](http://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**