

**Workforce Development Center
Western Wisconsin**



November

<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.**

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Mon	Tue	Wed	Thu	Fri
		1 Financial Coaching 8:00am - 4:30pm Basic Computer Skills 9:00am-10:30am Resume Workshop 9am-10am	2 Mock Interviewing 9:00am-12:00pm	3 Job Club Overcoming Barriers 1:00pm - 2:30pm
6	7	8 Interviewing Workshop 9:00am - 10:00 am	9 Job Seeker's Retreat 1:00pm-3:00pm	10 Job Club Prove You Are The One To Hire 1:00pm - 2:30pm
13  LinkedIn Starting an Account 1:00pm-2:00pm LinkedIn Using Headline Effectively 2:00pm-4:00pm	14 Jump Start Your Job Search 10:30am-11:30am Generations In The Workplace 1:00pm-2:00pm	15 BITS: Basic Computer Skills 9:00am - 10:30 am Walk Through Western 2:30pm-3:30pm	16 Mini Job Fair 11:30am-1:30pm	17 Transferrable Skills 10:30am-11:30am Job Club Mocked Interviewing Job Club Style 1:00pm - 2:30pm
20 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	21	22 Networking 9:00 am - 10:00am Basic Computer Skills 9:00am-10:30am	23 <u>JOB CENTER CLOSED</u> 	24
27  LinkedIn Starting an Account 1:00pm-2:00pm LinkedIn Building Using Groups 2:00pm-4:00pm	28 Jump Start Your Job Search 10:30am - 11:30am	29 Financial Coaching 8:00am - 4:30pm Basic Computer Skills 9:00 am-10:30 am Do's and Don'ts of Applications 1:00 pm—2:00 pm	30	

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 or Wisconsin Relay 711.

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.

Dos and Don'ts of Applications: Applications are legal documents and whether they are on paper or on line 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

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 at (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 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