


MONDAY 3 1:00-3:00 WIOA ORIENTATION K			WEDNESDAY 5	THURSDAY 6 10:00-12:00 THE HUMAN SEARCH ENGINE K	FRIDAY 7 8:30-12:30 INTERVIEW SKILLS H 11:00-12:00 CAREER CRUISING A
MONDAY 10 8:30-12:30 RESUME WRITING D 12:00-3:00 BTC LEARNING LAB G	TUESDAY 11 <p style="text-align: center;">HIRING EVENT BELOIT ECLIPSE CENTER 2:00—4:00</p>	WEDNESDAY 12 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 13	FRIDAY 14 8:30-12:30 PUBLIC SPEAKING H	
MONDAY 17 9:00-10:30 CAREER READY 101 B 3:00-4:30 WIOA ORIENTATION K	TUESDAY 18	WEDNESDAY 19 8:00-12:30 WORKKEYS B	THURSDAY 20	FRIDAY 21	
MONDAY 24 1:00-3:00 WIOA ORIENTATION K	TUESDAY 25	WEDNESDAY 26 10:00-12:00 RESUME & INTERVIEW BASICS D <p style="text-align: center;">HIRING EVENT BTC—MONROE 3:00-6:30</p>	THURSDAY 27	FRIDAY 28	
MONDAY 31 1:00-3:00 WIOA ORIENTATION K					



CALL (608) 741-3578 TO REGISTER, OR SIGN UP AT THE RESOURCE ROOM DESK.
 CHECK OUT THE BACK FOR WORKSHOPS DESCRIPTIONS!

THE WORKSHOP CALENDAR AVAILABLE ONLINE AT: [HTTP://WWW.SWWDB.ORG/PDFs/CALENDAR/RCJCWORKSHOPS.PDF](http://www.swwdb.org/PDFs/CALENDAR/RCJCWORKSHOPS.PDF)



ONLINE WORKSHOPS JOBCENTEROFWISCONSIN.COM	OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS HTTPS://JOBCENTEROFWISCONSIN.COM/PRESENTATION/JOBSEEKERS/ONLINEWORKSHOPSUMMARY.ASPX
RESUME / INTERVIEW BASICS	INTENDED FOR PEOPLE WHO CURRENTLY HAVE A RESUME (LOOKING FOR WAYS TO CHANGE/ UPDATE CURRENT RESUME) OR NEED TO CREATE ONE FROM SCRATCH; RESUME FUNDAMENTALS WILL BE COVERED AND VARIOUS RESUME SAMPLES AND TEMPLATES WILL BE REVIEWED. AN INTRODUCTION TO COVER LETTERS WILL ALSO BE PROVIDED. LEARN THE BASICS OF HOW TO PREPARE FOR AN INTERVIEW AND THE FOLLOW-UP NEEDED TO LAND THE JOB THAT IS FOR YOU!
RESUME REVIEW	GET YOUR RESUME REVIEWED FREE OF CHARGE! EMAIL YOUR RESUME TO: LOLA.WILLIAMS@DWD.WISCONSIN.GOV; OR STEVEN.RANUM@DWD.WISCONSIN.GOV
CAREER CRUISING	TRYING TO PLAN YOUR NEXT CAREER MOVE? EXPLORING JOB AND TRAINING OPTIONS? NEED HELP? CAREER CRUISING—A CAREER ASSESSMENT TOOL THAT CAN HELP YOU EXPLORE JOB POSSIBILITIES THAT MAY BE A GOOD MATCH FOR YOU, AND THEN CONNECT YOU WITH AVAILABLE TRAINING AND JOB OPPORTUNITIES IN THOSE FIELDS. PRE-REGISTER FOR THE WORKSHOP BY CONTACTING CASEY DOBSON AT: 608-741-3507
THE HUMAN SEARCH ENGINE	THIS WORKSHOP WILL TEACH AN ENTIRELY DIFFERENT WAY TO FIND YOUR NEXT JOB. “YOU WILL BE GUIDED THROUGH A PROCESS THAT GIVES YOU CONTROL OVER YOUR SEARCH AT ALL TIMES. INSTEAD OF A JOB SEARCH, IT’S A LOGICAL AND CONTROLLABLE RESEARCH PROJECT BASED ON DEFINITION, RESEARCH, AND MARKETING...THE SAME METHODS THAT FORTUNE 500 COMPANIES HAVE BEEN USING FOR DECADES TO DEVELOP AND MARKET NEW PRODUCTS.”
FORWARD SERVICES WORKSHOPS	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING. — NEW
WIOA ORIENTATION	PROVIDE AN OVERVIEW OF THE WORKFORCE INVESTMENT ACT EMPLOYMENT AND TRAINING PROGRAM FOR ADULT, DISLOCATED WORKER AND YOUTH POPULATIONS TO ASSIST WITH RETURNING TO THE WORKFORCE. PRE-REGISTRATION IS REQUIRED BY CALLING 741-3513 / 3514 / 3507 / 3463 / 3512 / 3511 SERVING GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND & ROCK COUNTIES.
CAREER READY 101/KEYTRAIN	INFORMATION ON THE CAREER READY 101 CERTIFICATION AND HOW TO GET STARTED. LIMIT 9 PARTICIPANTS
WORKKEYS©	SKILLS ASSESSMENT IN APPLIED MATH, READING AND LOCATING INFORMATION IN PARTNERSHIP WITH ACT©. CALL 888/258-9966 FOR A USERNAME AND PASSWORD TO START KEYTRAIN© TODAY! PREREQUISITE: KEYTRAIN© PRETESTS MUST BE TAKEN AND HAVE AT LEAST A 3 OR BETTER ON THE ASSESSMENT
BTC CLASSES	STOP BY ROOM G FOR INFORMATION ON CLASSES OFFER BY BTC (BLACKHAWK TECHNICAL COLLEGE) TABE testing: Tuesdays 12:00-3:00 — New Student Orientation: Tuesdays and Thursdays 12:30-2:30 by appointment only

Job Seekers: Here Are 4 Simple Steps For Increased Success

https://www.linkedin.com/pulse/job-seekers-here-4-simple-steps-increased-success-susan-p-joyce?trk=v-feed&lipi=urn%3Aali%3Apage%3Ad_flagship3_feed%3B1Ah7tWMWYRwTzYdJqE3Z8w%3D%3D

Uncover Your Most Marketable Skill - It might seem simple, but it’s important to find what you’re really good at before you look for a job. The best way to find a position that fits you is to discover something you can do at a high level and 'sell' that talent to HR professionals.

Be Relevant to Your 'Buyer' - It’s tempting to be self-centered when writing your resume and cover letter. After all, you’re trying to inform the reader about your qualifications. A potential problem that may arise, though, is that you’re too focused on yourself.

Job Seekers Need to Go Past the Surface With Research—Job searching is a case of supply and demand. Recruiters are in control of the supply of jobs, and job seekers are part of the demand. Because there will always be more people looking for jobs than ones that are available, you need to take every opportunity to look like the solution to an HR professional’s problem.

Don’t Forget to Be Yourself - Last, but not least, it’s critical for you to be yourself throughout the job searching process. Many companies are paying just as much attention to culture fit as they are to job skills.



WORKSHOPS

	TUESDAY 1	WEDNESDAY 2	THURSDAY 3 10:00-12:00 THE HUMAN SEARCH ENGINE K	FRIDAY 4 11:00-12:00 CAREER CRUISING A 8:30-12:30 COVER LETTER D
MONDAY 7 9:00-10:30 CAREER READY 101 B 12:00-3:00 BTC LEARNING LAB G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 8	WEDNESDAY 9 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 10	FRIDAY 11
MONDAY 14	TUESDAY 15	WEDNESDAY 16 8:00-12:30 WORKKEYS B	THURSDAY 17 HIRING EVENT 9:00 AM—12:00 PM ROCK COUNTY JOB CENTER	FRIDAY 18 8:30-12:30 Mock INTERVIEWS D
MONDAY 21 8:30-12:30 BULLET POINTS FOR YOUR RESUME D 9:00-10:30 CAREER READY 101 B 3:00-4:30 WIOA ORIENTATION K	TUESDAY 22	WEDNESDAY 23 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 8:30-12:30 PUBLIC SPEAKING H 12:00-3:00 FLEXIBLE LEARNING G 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 24 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	FRIDAY 25
MONDAY 28 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREPCLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 29 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	WEDNESDAY 30 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G	THURSDAY 31 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	

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8 Tips to Dress for Interview Success

<https://www.forbes.com/sites/lisaquast/2014/01/27/8-tips-to-dress-for-interview-success/#325ef8806c63>

Struggling to decide on an outfit for your upcoming job interview? What you wear to an interview creates an image or perception of the type of person you are, so choosing your attire is critical to presenting yourself as the right candidate to hire. The appropriate interview attire depends on the industry in which you'll be interviewing, as well as the geographic location and time of year.

- Spend time on the Internet researching the company, industry and competitors to determine suitable interview outfits.
- Still not sure? Call the company's HR department and ask what they recommend you wear.
- When in doubt, err on the side of being slightly over dressed, rather than show up looking too casual.
- Don't have an appropriate outfit? Go to a large department store like Nordstrom or Macy's and ask for help from a personal shopper or hire a personal stylist.
- Ensure that your clothes are cleaned and pressed.
- Avoid wearing perfume or cologne.
- Wear makeup and jewelry that are appropriate to the job/company/industry.

As the old saying goes: "Perception is reality." Think about the image you want to project during your interview and then choose an outfit that will create a positive perception and is appropriate, given the time of year, your geographic location, and the job/company/industry.