


JANUARY

		TUESDAY 2	WEDNESDAY 3 8:00-12:30 WORKKEYS TEST B	THURSDAY 4 8:30-12:30 RESUME AND COVER LETTERS B	FRIDAY 5 11:00-12:00 CAREER CRUISING A
MONDAY 8	TUESDAY 9	WEDNESDAY 10 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 11	FRIDAY 12	
MONDAY 15 3:00-4:30 WIOA ORIENTATION K RESOURCE ROOM CLOSED	TUESDAY 16	WEDNESDAY 17 8:00-12:30 WORKKEYS TEST B	THURSDAY 18 8:30-12:30 SPEED INTERVIEWING K	FRIDAY 19	
MONDAY 22 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 23 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 24 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 25 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 9:00-4:00 GED TESTING F	FRIDAY 26	
MONDAY 29 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 30 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 1:00-4:00 CAREER ASSESSMENT B	WEDNESDAY 31 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G			

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: 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
FORWARD SERVICES WORKSHOPS	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING.
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.
ACT WORKKEYS CURRICULUM	INFORMATION ON THE ACT WORKKEYS CURRICULUM: 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

Latest Job Search Tips 2018 : <http://www.resume2018.net/latest-job-search-tips-2018/>

- #1. **Most irritating mistakes to AVOID** - Because each hiring manager truly believe that each candidate MUST proofread their resume, before it sent to a hiring manager. If you don't want to get instant reject – you'd better have your spell checker turned on.
- #2. **Knock the door twice** - Follow up after an interview or applications. If you still believe that such things irritating hiring managers – you are completely wrong.
- #3. **Keep everything under control** - Keep everything under control. It's not hard to do, because there are tons of way on how you can organize that
- #4 **Separate e-mail address** - There is one golden rule – “Temporary e-mail address for each job search project”. If you believe that you have an outstanding resume and you have never lied to a hiring manager, it's better to use your private e-mail.
- #5 **Small “Wins” or milestone goals** - Create your own milestone goals, which you need to reach on the daily or weekly basis.
- #6. **Keep your resume updated all the time** - Some candidates start thinking about their resume, only when it comes to a new job searching process. And it's completely wrong approach. It's because you can miss some important details. Do you remember all your achievements and figures, which can only increase your chances to get employed?
- #7. **References** - Forget about phrase “references upon request” in your resume. It's outdated. It' not serious and irritate hiring managers. If you want to provide some contacts, who are ready to give a feedback – the best time to do that is after an interview process. Not earlier!
- #8. **Impressive Cover Letter** - Believe us or not, but cover letter is the one of the power tool, which could not only help you to increase your chances to be invited to an interview, but probably to get the job.
- #9. **Attend more interviews** Practice – it's your friend here. You should remember one good rule – the more interviews you attend, the more experience you'll get.
- #10. **Use social media and your network** - Stops thinking that only job ads could bring you a new job. It's not true. You show use any channels, which could help you to land the job this year. Use social media!



WORKSHOP CALENDAR

			THURSDAY 1 8:00-10:15 PRE GED PREP F 1:00-4:00 HSED TESTING F HEALTH AND EMPLOYABILITY SKILLS ONLY	FRIDAY 2 11:00-12:00 CAREER CRUISING A
MONDAY 5 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 6 8:00-10:15 PRE GED PREP F 9:00-1:00 FS WORKSHOPS I DECISION MAKING CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	WEDNESDAY 7 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 8 8:00-10:15 PRE GED PREP F 1:00-4:00 GED TESTING F	FRIDAY 9
MONDAY 12 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	TUESDAY 13 8:00-10:15 PRE GED PREP F 12:00-3:00 TABE TESTING F HIRING EVENT 2:00 PM — 4:00 PM COMMUNITY ACTION BELOIT, WI	WEDNESDAY 14 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 15 8:00-10:15 PRE GED PREP F 1:00-4:00 GED TESTING F 9:00-1:00 FS WORKSHOPS I INTRO TO INTERVIEWING FOLLOW-UP AND PHONE INTERVIEWING ELEVATOR SPEECH	FRIDAY 16
MONDAY 19 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 3:00-4:30 WIOA ORIENTATION K	TUESDAY 20 8:00-10:15 PRE GED PREP F 9:00-1:00 FS WORKSHOPS H DECISION MAKING CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	WEDNESDAY 21 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 22 8:00-10:15 PRE GED PREP F 1:00-4:00 GED TESTING F	FRIDAY 23
MONDAY 26 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 27 8:00-10:15 PRE GED PREP F 12:00-3:00 TABE TESTING F	WEDNESDAY 28 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 10:00-12:00 RESUME & INTERVIEW BASICS H		

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JOB FAIR INFORMATION IN WI	http://wisconsinjobcenter.org/events/ Workforce Events Icon on home page of JobCenterofWisconsin.com

10 Job Search Tips 2018 - <http://www.resume2018.net/job-search-tips-2018/>

You need to be prepared for any situation. The most often problem of the job seekers who are in an active or passive job search – they are not prepared for extraordinary situations.

Keep your resume 2018 updated. Let's try imagine next situation: you are employed, everything seems nice and you are not considering different opportunities..BUT suddenly, something goes wrong and you have 2-3 weeks to find a new job.

Stop wasting time. Start searching job websites, do some researches about your experience and professional level. If you are really good specialist, remember to change an employment status in your LinkedIn profile. Don't just sit, do something to get a value.

Don't reject a help. It's a good idea to ask for help. You could write to a recruitment agency and offer them your candidacy, maybe they have some interesting opportunities according to your professional profile.

Tailor your resume. Each resume tailored for a specific position. It means that you have much more chances to be considered, because your resume is what exactly HR would like to see

Find good resume samples. Sometimes, you need to look at some resume 2018 samples written by a professional resume writer

Job search platforms or websites. It's really good opportunities for those candidates, who would like to get a quick response and save their time.

Recommendations. Are there any friends or ex-colleagues could recommend you for some positions?

Professional network. Do you have your LinkedIn profile already created? If not, it's a good time to think about it. Build your professional network to find out new opportunities for a professional growth and for a new job.

Never give up. You need to remember that to find a good job, really GOOD job – is not an easy task you need to solve. And only those, who are doing everything to get the job they dream on will win!

