


# NOVEMBER

		<b>WEDNESDAY</b> 1 8:00-12:30 WORKKEYS B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	<b>THURSDAY</b> 2 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	<b>FRIDAY</b> 3 11:00-12:00 CAREER CRUISING A 8:30-12:30 RESUME & REFERENCES H
<b>MONDAY</b> 6 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	<b>TUESDAY</b> 7 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	<b>WEDNESDAY</b> 8 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 D	<b>THURSDAY</b> 9 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 1:00 HSED HEALTH TESTING G 2:30 HSED EMPLOYABILITY SKILLS TESTING G	<b>FRIDAY</b> 10
<b>MONDAY</b> 13 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	<b>TUESDAY</b> 14 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	<b>WEDNESDAY</b> 15 8:00-12:30 WORKKEYS B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	<b>THURSDAY</b> 16 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	<b>FRIDAY</b> 17
<b>MONDAY</b> 20 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 8:30-12:30 RESUME & REFERENCES H	<b>TUESDAY</b> 21 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 8:30-12:30 COVER LETTER D	<b>WEDNESDAY</b> 22 10:00-12:00 RESUME & INTERVIEW BASICS K		
<b>MONDAY</b> 27 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-12:30 COVER LETTER D 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	<b>TUESDAY</b> 28 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	<b>WEDNESDAY</b> 29 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	<b>THURSDAY</b> 30 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 9:00-4:00 GED TESTING 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)



<b>ONLINE WORKSHOPS</b> <b>JOBCENTEROFWISCONSIN.COM</b>	<b>OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS</b> <b>HTTPS://JOBCENTEROFWISCONSIN.COM/PRESENTATION/JOBSEEKERS/ONLINEWORKSHOPSUMMARY.ASPX</b>
<b>RESUME / INTERVIEW BASICS</b>	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!
<b>RESUME REVIEW</b>	GET YOUR RESUME REVIEWED FREE OF CHARGE! EMAIL YOUR RESUME TO: LOLA.WILLIAMS@DWD.WISCONSIN.GOV; OR STEVEN.RANUM@DWD.WISCONSIN.GOV
<b>CAREER CRUISING</b>	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. <b>PRE-REGISTER FOR THE WORKSHOP BY CONTACTING CASEY DOBSON AT: 608-741-3507</b>
<b>FORWARD SERVICES WORKSHOPS</b>	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING.
<b>WIOA ORIENTATION</b>	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. <b>PRE-REGISTRATION IS REQUIRED BY CALLING 741-3513 / 3514 / 3507 / 3463 / 3512 / 3511</b> SERVING GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND & ROCK COUNTIES.
<b>ACT WORKKEYS CURRICULUM</b>	INFORMATION ON THE ACT WORKKEYS CURRICULUM: CERTIFICATION AND HOW TO GET STARTED. <b>LIMIT 9 PARTICIPANTS</b>
<b>WORKKEYS©</b>	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! <b>PREREQUISITE: KEYTRAIN© PRETESTS MUST BE TAKEN AND HAVE AT LEAST A 3 OR BETTER ON THE ASSESSMENT</b>
<b>BTC CLASSES</b>	STOP BY ROOM G FOR INFORMATION ON CLASSES OFFER BY BTC (BLACKHAWK TECHNICAL COLLEGE) <b>TABE testing: Tuesdays 12:00-3:00 — New Student Orientation: Tuesdays and Thursdays 12:30-2:30 by appointment only</b>

### Reasons to use social media in your job search—

<https://www.monster.com/career-advice/article/use-social-media-in-your-job-search>

Using social media is a great way to boost your job search. Taking advantage of social media sites can help you find companies hiring. Use social media as part of your job search on Monster. Here's how to do it!

**You Can Become an Expert**—Demonstrating a deeper knowledge about the industry you're in -- or would like to be in -- through blogging builds your credibility, says Lisa Parkin, CEO of social media consultancy Social Climber. "Whether it's on a personal website or on a dedicated blog about the industry they're seeking employment in, job hunters can show potential employers their knowledge and skill sets by writing about a news event or relevant topic once or twice a week."

**You Can Blog Your Way to a Job**—Commenting on the issues in your industry or field of work can itself be a path to a new job. Michelle Bramer, marketing and PR manager for online advertising firm eZanga.com, says blogs are an excellent resource for job candidates looking for new opportunities. And linking back to your blog while posting on other sites can lead recruiters right to your virtual door.


"Some of my favorite bloggers are small companies, and surprisingly, many of them are always looking for marketing and sales support," Bramer says. If you've blogged about a company before, it can help strengthen your pitch when you apply there. As someone who routinely manages content writers and PR specialists, she says, "some of our best writers have been found by forging a relationship on a social network."

**You Can Learn About a Company's Culture**—Social media can go both ways -- you can tell hiring managers about yourself, but you can also use it to learn about companies you're interested in. Following a company on social media can give you an inside look into a its culture, clients and work, says Lauren Maiman, owner of the Midnight Oil Group.

"Use that info to your advantage when it comes to a cover letter or interview," she says. "Use this insight to make sure you mesh with and want to be a part of their team. If you're connecting in a meaningful way with them on social media, by the time you get to the interview, they should feel like they already know you (so careful what info you put out there, too)."



# RCJCD

					FRIDAY 1 11:00-12:00 CAREER CRUISING A 8:30-12:30 RESUME & REFERENCES H
MONDAY 4 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 5 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 6 8:00-12:30 WORKKEYS B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G HIRING EVENT—JOB CENTER 2PM—4:30PM	THURSDAY 7 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	FRIDAY 8	
MONDAY 11 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	TUESDAY 12 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 13 10:00-12:00 RESUME & INTERVIEW BASICS D 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 14 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 9:00-4:00 GED TESTING F	FRIDAY 15	
MONDAY 18 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 8:30-12:30 RESUME & REFERENCES H 3:00-4:30 WIOA ORIENTATION K	TUESDAY 19 8:30-12:30 COVER LETTER H	WEDNESDAY 20 8:00-12:30 WORKKEYS B	THURSDAY 21	FRIDAY 22	
		WEDNESDAY 27 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 28	FRIDAY 29 8:30-12:30 INTERVIEW SKILLS H	

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## 22 Email-etiquette rules every professional should know -

<http://www.businessinsider.com/email-etiquette-rules-every-professional-needs-to-know-2017-7/#add-the-email-address-last-1>

1. Add the email address last
2. Double-Check that you've selected the correct recipient in the 'To' line
3. Make sure you address the correct person at the beginning of your email
4. Double check you're spelling the recipient's name correctly
5. Don't shorten the recipient's name unless they've asked you to
6. Include a clear, direct subject line
7. Include a signature block
8. Use a professional email address
9. Use professional salutations
10. Never start an email with "I"
11. Think twice before hitting 'reply all'
12. Use exclamation points sparingly
13. Know that people from different cultures speak and write differently
14. Be cautious with humor
15. Reply to your emails—even if the email wasn't intended for you
16. Keep your fonts classic
17. Proofread every message
18. Keep tabs on your tone
19. Mark your emails 'urgent' sparingly
20. Nothing is confidential—so write accordingly
21. Only cc with approval
22. Avoid putting words in ALL CAPS

