
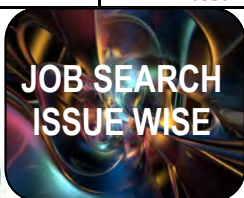


MONDAY 1 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 9:00-10:30 CAREER READY 101 B 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 2 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F	WEDNESDAY 3 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G 8:00-12:30 WORKKEYS B	THURSDAY 4 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 9:00-12:00 RESUME/REFERENCES H 10:00-12:00 THE HUMAN SEARCH ENGINE K	FRIDAY 5 11:00-12:00 CAREER CRUISING A
MONDAY 8 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 9:00-12:00 INTERVIEW SKILLS D 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G	TUESDAY 9 8:30-11:30 BTC OPEN LAB G 12:30-2:30 GED ORIENTATION F	WEDNESDAY 10 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 11 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F HIRING EVENT BLACKHAWK TECH—MONROE 9:00AM—11:00AM	FRIDAY 12
MONDAY 15 8:00-3:00 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 9:00-10:30 CAREER READY 101 B 9:00-12:00 RESUME D 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 16 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F	WEDNESDAY 17 8:30-11:30 BTC OPEN LAB G 8:30-11:30 GED PREP CLASS F 11:30-2:30 ELL CLASS F 12:00-3:00 BTC LEARNING LAB G 8:00-12:30 WORKKEYS B RECRUITMENT: SCHNEIDER ROCK COUNTY JOB CENTER 1:00PM—4:00PM	THURSDAY 18 9:00-4:00 GED TESTING F HIRING EVENT COMMUNITY ACTION BELOIT 2PM—4PM	FRIDAY 19
MONDAY 22 1:00-3:00 WIOA ORIENTATION K	TUESDAY 23 8:30-11:00 BTC OPEN LAB G 8:30-11:00 GED PREP CLASS F	WEDNESDAY 24 8:30-11:00 BTC OPEN LAB G 8:30-11:00 GED PREP CLASS F 9:00-12:00 COVER LETTER ELEVATOR SPEECH H 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 25 8:30-11:00 BTC OPEN LAB G 8:30-11:00 GED PREP CLASS F	FRIDAY 26
	TUESDAY 23 8:30-11:00 BTC OPEN LAB G 8:30-11:00 GED PREP CLASS F	WEDNESDAY 24 8:30-11:00 BTC OPEN LAB G 8:30-11:00 GED PREP CLASS F		

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 CHECK OUT THE BACK FOR WORKSHOPS DESCRIPTIONS!

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

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
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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.”
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 / 3507 / 3463 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
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Job Search Going Nowhere? Here Are Ten Ideas To Try

—<http://www.forbes.com/sites/lizryan/2017/02/22/job-search-going-nowhere-here-are-ten-ideas-to-try/#2eb163a3775e>

1. Re-brand yourself with a human voice.
2. Make a [Target Employer List](#) and let that list drive your job search, rather than whatever job ads happen to be posted
3. Use LinkedIn to research employers and to find your specific, individual [hiring manager \(your possible future boss\)](#) in each of your target employers.
4. Write a compelling [Pain Letter](#) and send it with your [Human-Voiced Resume](#) directly to your hiring manager's desk.
5. Network like crazy -- have coffee, lunch or breakfast with at least one person a week and attend at least two larger networking gatherings every month.
6. Get a [consulting business card](#) -- if you were not a consultant before, you are one now!
7. Learn about [Business Pain](#) and its central role in hiring and in your job search. Your key question to answer is "What kinds of [Business Pain](#) do I solve in my work?"
8. Don't sit at your computer for more than a couple of hours at a time. Don't talk yourself into the false belief that filling out lots of online job applications will get you a new job faster.
9. Spend as much time as possible with people who build you up, and [as little time as possible with people who bring you down](#).
10. Finally, remember that you are powerful, brilliant and talented when you're working and when you're not working.



			THURSDAY 1 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F 10:00-12:00 THE HUMAN SEARCH ENGINE A	FRIDAY 2 11:00-12:00 CAREER CRUISING A
MONDAY 5 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F 9:00-10:30 CAREER READY 101 B 1:00-3:00 WIOA ORIENTATION K	TUESDAY 6 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F	WEDNESDAY 7 8:00-12:30 WORKKEYS B 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F	THURSDAY 8 8:30-12:30 RESUME WRITING & REFERENCES B 9:00-11:00 GED ORIENTATION F	FRIDAY 9
MONDAY 12 8:30-12:30 COVER LETTER & ELEVATOR SPEECH D 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F	TUESDAY 13 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F HIRING EVENT ROCK COUNTY JOB CENTER 1:00PM—4:00PM	WEDNESDAY 14 8:00-11:00 BTC OPEN LAB G 8:00-11:00 GED PREP CLASS F 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 15 8:00-11:00 GED TESTING G	FRIDAY 16
MONDAY 19 9:00-10:30 CAREER READY 101 B 3:00-4:30 WIOA ORIENTATION K	TUESDAY 20	WEDNESDAY 21 8:00-12:30 WORKKEYS B	THURSDAY 22	FRIDAY 23
MONDAY 26 1:00-3:00 WIOA ORIENTATION K	TUESDAY 27	WEDNESDAY 28 8:30-12:30 INTERVIEW SKILLS H 10:00-12:00 RESUME & INTERVIEW BASICS D	THURSDAY 29	FRIDAY 30

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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.
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What Recruiters Look For On Your LinkedIn Profile

<https://www.fastcompany.com/3067594/hit-the-ground-running/this-is-what-recruiters-look-for-on-your-linkedin-profile>

- 1) Incomplete Profiles Are A Turn-Off
- 2) Don't Use Selfies
- 3) Related Video: Your LinkedIn Photo Might Be Why You Aren't Getting Hired
- 4) Who You "Know" Matters
- 5) Discrepancies Are Red Flags
- 6) No One Has Time For A Long, Dense Summary
- 7) Your Headline Matters More Than You Know
- 8) Stop The Jargon
- 9) Recruiters Read Your Thoughts
- 10) Those Recommendations Are Nice, But . . .
- 11) Saying You're Job Hunting Helps

