

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 8:30-10:00 Intro to Services (TR1) 10:30 AM Winning Resumes (CL) 1:00 PM FCA Behavioral Interviews (TR2)	3 8:30am-10:00am Intro to Services (TR1) 9:30 AM Interview Skills(TR2) 12:30 Path Orientation (TR1) 1:00 PM Winning Resumes (CL) 2:00-3:00pm RoadMaps to Success: Foundation of Job Search (TR1)	4 10:00 AM FCA Behavioral Interviews(TR2) 12:30 FAE&T Orientation (TR2) 12:30-2:00 Intro to Services (TR1) 2:30 PM Winning Resumes(CL)	5 8:30-10:00am Business Grammar (CL) 10:00 AM CASAS (CL) 1:00 PM Financial Capability (TR2) 3:00 PM Online Applications (CL) 3:00-4:30pm Intro to Services (TR1)	6 8:30-10:00am Intro to Services (TR1) 1:00 PM FCA Behavioral Interviews (TR1)
9 8:30-10:00 Intro to Services (TR1) 10:30 AM Winning Resumes (CL) 1:00 PM FCA Behavioral Interviews (TR2)	10 8:30am-10:00am Intro to Services (TR1) 9:30 AM Interview Skills(TR2) 12:30 Path Orientation (TR1) 1:00 PM Winning Resumes (CL) 2:00-3:00pm RoadMaps to Success: Foundation of Job Search (TR1)	11 10:00 AM FCA Behavioral Interviews (TR2) 12:30 FAE&T Orientation (TR2) 12:30-2:00 Intro to Services (TR1) 2:30 PM Winning Resumes (CL)	12 8:30-10:00am Business Grammar (CL) 3:00 PM Online Applications (CL) 3:00-4:30 Intro to Services (TR1)	13 8:30-10:00am Intro to Services (TR1) 1:00 PM FCA Behavioral Interviews (TR1)
16 8:30-10:00 Intro to Services (TR1) 10:30 AM Winning Resumes (CL) 1:00 PM FCA Behavioral Interviews (TR2)	17 8:30am-10:00am Intro to Services (TR1) 9:30 AM Interview Skills (TR2) 12:30 Path Orientation (TR1) 1:00 PM Winning Resumes (CL) 2:00-3:00pm RoadMaps to Success: Foundation of Job Search (TR1)	18 10:00 AM FCA Behavioral Interviews (TR2) 12:30 FAE&T Orientation (TR2) 12:30-2:00 Intro to Services (TR1) 2:30 PM Winning Resumes (CL)	19 8:30-10:00am Business Grammar (CL) 10:00 AM CASAS (CL) 1:00 PM Financial Capability (TR2) 3:00-4:30 Intro to Services (TR1)	20 8:30-10:00am Intro to Services (TR1) 1:00 PM FCA Behavioral Interviews (TR1)
23 8:30-10:00 Intro to Services (TR1) 10:30 AM Winning Resumes (CL) 1:00 PM FCA Behavioral Interviews (TR2)	24 Office Closed 	25 Office Closed 	26 8:30-10:00am R Business Grammar (CL) 10:00 AM CASAS (CL) 1:00 PM Financial Capability (TR2) 3:00 PM Online Applications (CL) 3:00-4:30 Intro to Services (TR1)	27 8:30-10:00am Intro to Services (TR1) 1:00 FCA Behavioral Interviews (TR1)
30 8:30-10:00 Intro to Services (TR1) 10:30 AM Winning Resumes (CL) 1:00 PM FCA Behavioral Interviews (TR2)	31 Office Closed 			

(CL) - Computer Lab (TR1) - Training Room 1 (TR2) - Training Room 2

Traducción de currículum al español con cita solamente.
Llame a Maricruz Leal (313) 962-9675, Ext. 147

Spanish translation resume by appointment only.

Note: Jobseeker workshops are at no cost and open to all. Participation is first come, first served. Days and times are subject to change without notice.

Some seat availability restrictions may apply.



Career Advisor Walk-ins:

Mon, Tues, Weds & Friday - 8:30 AM – 4:00 PM
Thursday – 8:30 AM – 6:30 PM

Resource Room:

Mon, Tues, Weds & Friday – 8:00 AM – 4:00 PM
Thursday – 8:00 AM – 6:30 PM

Introduction to Services

Brief introduction to Center's services for first-time customers and their enrollment with the system. Walk-in customers welcome. First come, first served. Seating is limited. Proof of age, residence and authorization to work in the U.S. required. MI State ID and SS Card are the preferred documents (please see sidebar for other acceptable documents).

Winning Resumes

Tired of sending your resumes and getting no response? Learn how to create a resume that provides accurate and needed information in a recognized format. Hands-on staff assistance and computer resources provided.

Assessments*

Career Cruising: Guided online, interactive assessment to identify the career that matches your interests and skills. CASAS: online test assesses English and Math skills. You will be provided with personalized feedback to help you understand – and apply – the results to your future plans. *Note: You must have completed an orientation session and be active with one of our Detroit centers prior to participating in this workshop. Please arrive 15 mins prior to assessment time.

Financial Capability

A series of courses which explore all aspects of personal finances • Money management • Spending plans • Credit ratios and savings • Consumer protection and identity theft • Banking basics • Debt Reduction • Insurance know-how • Fair housing and lending

Foundations of Job Search

This course challenges job seekers to rethink their approach to job search. Provides information on successful tips and tools to secure employment.

Business Grammar

This course provides information to improve writing skills for job search documents (e.g. email correspondence, cover letter, thank you letter).

Online Applications

Avoid pitfalls and feel comfortable navigating job boards and company websites when applying for jobs electronically. Participants must have an email address and a resume in electronic format.

Interview Skills

Series of tips to improve your skills during interviews. Learn techniques that will turn your natural nervousness into confidence. You only have one chance to make a good first impression! A good resume gets you in the door, but a successful interview will get you the job.

FCA Behavioral Interviewing

Review the types of behavioral questions often included in online assessments and how to prepare for them. In reference to your FCA application.

Basic Computer Skills

Fundamentals of using the computer, including Microsoft Word and internet basics.

Individual Career Advisement

Meet individually with a career advisor to discuss employment goals and potential training options, your next steps, and to review your resume for potential updates and quality improvement. Customers are asked to bring their resume. Orientation is required for customers to register for career advisement services.

Recruitment Event

Partnering employers recruit for specific job openings. Open to walk-in, first-time customers as well as registered customers. Seating is limited. Proof of age, residence and authorization to work in the U.S. required. MI State ID and SS Card are the preferred documents.

Hiring Event
December 4th
Sterling Security
Security Officer positions
Rate of pay - 10.00 - 12.00 an hour
9 am - 4 pm

Note: If possible, we recommend that you bring a flash drive to workshops to save your work. They are available at any office supply store, drug store, etc. Inexpensive flash drives work as well as more expensive models.

Please see the list below of acceptable documents for registration.

Proof of Age

Please bring in one from the list below

- Birth Certificate
- Driver's License
- State Identification
- Official Government ID

Proof of Right to Work in the U.S.

Please bring in one from the list below

- Social Security Card
- Birth Certificate
- Alien Registration Card (I-94)
- Naturalization Certificate
- Resident Alien Card
- Passport

Proof of Michigan Residency

Please bring in one from the list below

- Driver's License/State ID
- Utility Bill (with name and address)
- Rent Receipts (with name and address)

Dislocated Worker Documents

If you have any of these documents, please bring them

- Unemployment Insurance Records
- Pay Check Stubs
- W-2 and/or tax returns
- Notice of Layoff
- DD214
- Notice of Closure of Plant, Factory, or Business