









MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
<p>2</p> <p>9-10:30: - Manage Your Stressors -Interview Practice -Computer-Based Learning 11--12:30: - The Art of Marketing Self 12:30-2: - Problem Solving on the Job 1-2:30: -Values for the Workplace -GED Preparation 2:30-4: -GED Prep/Remedial 4-5: -ESL</p>	<p>3</p> <p>9-10:30: -Resume Bldg.: Skills Statements -Computer-Based Learning 10:30-12: -Resume Bldg.: Update/Create Resume -Resume Review 12-1: -Cover Letters/Thank You Notes 1-2:30: -Networking: 30-sec. Pitch -GED Preparation 2:30-4: -GED Prep/Remedial 4-5: -ESL</p>	<p>4</p> <p>9-10:30: -Career Interest/Exploration 10:30-12: -WIOA Orientation -CASAS Testing (Wed. & Thurs.) 12-1: 1-2:30: -PATH Orientation 2:30-4: -GED Preparation 4-5: -ESL</p>	<p>5</p> <p>9-10:30: -Computer-Based Learning 10:30-11:30: -Job Survival: Building your Portfolio/Professional Development -Resume Review -Career Interest/Exploration 11:30-1: - Values for the Workplace 1-2:30: -Time Management -GED Preparation 2:30-4: -GED Prep/Remedial 4-5: -ESL</p>	<p>6</p> <p>9-10:30: -Interview: Get Ready -Computer-Based Learning 10:30-12: -Conquer Challenging Questions -Interview Practice 12-1:30: -Filter Off! 1:30-2:30: -Networking: Overview & Using Social Media -GED Preparation 2:30-4: -GED Prep/Remedial</p>	
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**NOTE – Workshops/Activities at the W. Warren Center are scheduled at the times noted. Any changes to the schedule will be posted throughout the center.

WORKSHOP OFFERINGS

<p>Effective Communication <i>Letting an employer know that you are an asset, not a liability to a company through your appearance, attendance and attitude</i></p>	<p>Networking <i>Using interpersonal skills and an online presence to evaluate, build, and maintain a professional network</i></p>	<p>Resume <i>Professionally introduce your experience and skillset to an employer</i></p>	<p>Interview Preparation <i>Getting to know an employer and letting an employer get to know you through multiple types of interviews</i></p>	<p>Job Survival <i>Once you get a job, you want to keep the job to help you reach your goal of obtaining self-sufficiency</i></p>	<p>Goal Setting <i>Effectively incorporating best practices towards self-sufficiency into daily living in a timely and orderly manner through short/long term goals</i></p>	<p>Computer Lab</p>	<p>GED Remedial ESL</p>	<p>Please see the list below of acceptable documents for registration. Proof of Age <i>Please bring in one from the list below</i></p> <ul style="list-style-type: none"> • Birth Certificate • Driver's License • State Identification • Official Government ID <p>Proof of Right to Work in the U.S. <i>Please bring in one from the list below</i></p> <ul style="list-style-type: none"> • Social Security Card • Birth Certificate • Alien Registration Card (I-94) • Naturalization Certificate • Resident Alien Card • Passport <p>Proof of Michigan Residency <i>Please bring in one from the list below</i></p> <ul style="list-style-type: none"> • Driver's License/State ID • Utility Bill (with name and address) • Rent Receipts (with name and address) <p>Dislocated Worker Documents <i>If you have any of these documents, please bring them</i></p> <ul style="list-style-type: none"> • Unemployment Insurance Records • Pay Check Stubs • W-2 and/or tax returns • Notice of Layoff • DD214 • Notice of Closure of Plant, Factory, or Business
<p>The Art of Marketing Self Effectively selling your employability</p> <p>Problem Solving on the Job Interpersonal skills with internal and external customers</p> <p>Filter Off It's not what you say, it's how you say it!</p>	<p>Overview/Using Social Media Importance of networking; p2p; using LinkedIn, MI Talent Connect, Glassdoor etc.; social media etiquette</p> <p>Your 30-sec Pitch Expanding your professional network by pitching your skillset</p>	<p>Creating Skills Statements Expressing skills effectively verbally and non-verbally</p> <p>Resume Building Creating or updating your resume on the computer</p> <p>Cover Letters & Thank You Notes They are still relevant...</p> <p>Resume/Cover Letter Review Is your resume ready? Or does it need improving?</p>	<p>Getting Ready Dressing for success/overall appearance; research – job opening, company, personal needs</p> <p>Common, Improper, Difficult Questions Strengthen effective answers to difficult interview questions</p> <p>Interview Practice Sharpen your responses to common interview questions</p>	<p>Values for the Workplace Discuss personal and business ethics: whistleblowers, team-player, what is acceptable and unacceptable</p> <p>Building your Portfolio/ Professional Development Discuss the importance of Showcasing the fruits of your work experience and keeping skills sharp and stay updated in your industry</p>	<p>Career Interest/ Exploration What career industry are you best qualified for? Explore the what, where, why, and how of various industries of interest</p> <p>Time Management Introduction to goal setting; Balancing life while reaching goals for self-sufficiency.</p> <p>Manage Your Stressors Prioritizing daily activities to help alleviate the negative effects associated with stress</p>	<p>Microsoft Office Gain proficiency in MS Word, Excel, etc.</p> <p>Resume creation & update Instructor led</p> <p>Career interest & exploration Instructor led</p> <p>CASAS testing Instructor proctor</p>	<p>GED Preparation Basic skills needed in social studies, math, RLA, and science for the GED test</p> <p>Remedial Remedial instruction in reading and math for employer assessment, CASAS score improvement, auto/skilled trade industry assessments</p> <p>ESL Instruction English language education for speakers of other native languages</p>	  <p>Proud partner of the American Job Center network</p> 

Detroit at Work Career Centers are operated by Detroit Employment Solutions Corporation, a Michigan Works! Agency. They are located throughout the city of Detroit and provide jobseekers with a wide range of FREE employment services, including job placement, career counseling, workshops, and access to training opportunities. To learn more about how Detroit at Work can help you find your new career, please visit DetroitAtWork.com.

An equal opportunity employer/program. Supported by the State of Michigan, Talent Investment Agency. Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.

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