



# CAREER CENTER CALENDAR- 9301 Michigan Ave., Detroit, MI 48210

December 2019

313-962-WORK (9675) | DetroitAtWork.com

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> 9:00 AM SMART Goal Writing & Professional Conduct 10:00 AM Assessments** 1:00 PM Online Applications	<b>3</b> 9:00 AM Intro. to Interviewing and open lab 10:00 AM Financial Capabilities 1:00 PM Resume Maker and open lab	<b>4</b> 9:00 AM Basic Computer Skills 11:00 AM Assessments** 2:00 PM Email & Attachment	<b>5</b> 9:00 AM Resume Maker 10:00 AM Work Keys (appt. only)** 1:00 PM Intro. to Interviewing	<b>6</b> 9:00 AM Work Ethics & Job Retention Essentials 1:00 PM MITalent Connect & Career Exploration 3:00 PM FCA Intro. to Interviewing
<b>9</b> 9:00 AM SMART Goal Writing & Professional Conduct 1:00 PM Online Applications	<b>10</b> 9:00 AM Intro. to Interviewing and open lab 1:00 PM Work Keys (appt. only)** 1:00 PM Resume Maker and open lab	<b>11</b> 9:00 AM Basic Computer Skills 11:00 AM Assessments** 2:00 PM Email & Attachment	<b>12</b> 9:00 AM Resume Maker 1:00 PM Intro. to Interviewing 2:00 PM Assessments** 5:00 PM FCA Intro. to Interviewing	<b>13</b> 9:00 AM Work Ethics & Job Retention Essentials 1:00 PM MITalent Connect & Career Exploration
<b>16</b> 9:00 AM SMART Goal & Professional Conduct 10:00 AM Assessments** 1:00 PM Online Applications	<b>17</b> 9:00 AM Intro. to Interviewing and open lab 10:00 AM Financial Capabilities 1:00 PM Resume Maker and open lab	<b>18</b> 9:00 AM Basic Computer Skills 11:00 AM Assessments** 2:00 PM Email & Attachment	<b>19</b> 9:00 AM Resume Maker 10:00 AM Work Keys (appt. only)** 1:00 PM Intro. to Interviewing	<b>20</b> 9:00 AM Work Ethics & Job Retention Essentials 1:00 PM MITalent Connect & Career Exploration 3:00 PM FCA Intro. to Interviewing
<b>23</b> 9:00 AM SMART Goal & Professional Conduct 1:00 PM Online Applications	<b>24 Center Closed</b> 		<b>26</b> 9:00 AM Resume Maker 1:00 PM Intro. to Interviewing 2:00 PM Assessments** 5:00 PM FCA Intro. to Interviewing	<b>27</b> 9:00 AM Work Ethics & Job Retention Essentials 1:00 PM MITalent Connect & Career Exploration
<b>30</b> 9:00 AM SMART Goal & Professional Conduct 10:00 AM Assessments** 1:00 PM Online Applications	<b>31 Center Closed</b> 			

**Career Coach Walk-ins:**

Monday – Friday, 8:30 AM – 10:45 AM

**Introduction to Services and Recruitment Events:**

Monday – Friday

Check-in: 8:30 AM / Event: 9:00 AM

Check-in: 12:30 PM / Event: 1:00 PM

**Resource Room:** Monday – Friday: 8:00 AM – 4:30 PM

**Thursday extended hours:** 8:00 AM – 6:30 PM

Traducción de currículum al español con cita solamente.

Llame a Andrea Chavez (313) 945-5200, Ext. 4326

Spanish translation resume by appointment only.

*Note: Jobseeker workshops are free 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.**



### Introduction to Services\*

Brief introduction to Center's services for first-time customers and their enrollment with the system.

### Recruitment Event\*

Partnering employers recruit for specific job openings.

\*NOTE: Walk-ins welcome, first-time customers as well as registered customers. Seating is limited. Proof of age, residence and authorization to work in the U.S. required.

### 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.

**Work Keys (Appointment Only):** Assessments measure the workplace skills that can affect job performance. Successful completers can earn a National Career Readiness Certification (NCRC). Testing is done by appointment ONLY.

\*\*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 minutes prior to assessment time.

### Individual Career Advisement

Meet individually with a career coaching 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.

### Basic Computer Skills

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

### Email and Attachments

Learn how to set up a free email account, prepare and send emails, and attach and send files electronically such as a resume and cover letter, so you don't miss out on job opportunities.

### Financial Capabilities

Provides education on several financial topics such as: financial institutions, budgeting, saving, debt reduction, and credit. The Financial Coach offers tips on budgeting, ways to increase income/ decrease spending, and build savings.

### Intro. to Interviewing

Series of tips to improve your skills during interviews. Learn techniques that will turn your natural nervousness into confidence. Gain knowledge on how to answer interview questions with the latest interviewing methods.

### Resume Maker

Tired of sending your resume with no response? Learn how to create a resume that provides accurate and needed information in a recognized format. Review resume basics for an hour and then apply this knowledge to create your own resume with hands-on staff assistance and support.

### MITalent Connect & Career Exploration

Need a better way to find employment? Pure Michigan Talent Connect is a platform for new jobs, talent, and careers. Create your own MITalent account to connect you with potential employers and explore possible career opportunities through skills and interest assessments. Softs skills eLearning program is available for basic and foundational skills in the workplace.

### 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.

### SMART Goal Writing & Professional Conduct

Ready to meet your goals? Develop an action plan to set both long and short term goals using the SMART Goal method. Learn how to understand and apply valuable professional conduct behaviors that will help you obtain and maintain employment.

### Work Ethics & Job Retention Essentials

Finding a job is the first step. Keeping that job and advancing are the next steps. Learn what employers want and apply these to your current or future job.

**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 (preferred document)

#### Proof of Right to Work in the U.S.

*Please bring in one from the list below*

- Social Security Card (preferred document)
- 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



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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](http://DetroitAtWork.com).

An equal opportunity employer/program. Supported by the State of Michigan, Talent Investment Agency.