


MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 9a–1030a Intro to Services (TR1) 10:30a–1130a Interviewing Clinic for Returning Citizens (TR2) 1:30p–2:30p Online Applications/Resume 2:30p-3:30p Resume Lab (CL)	4 9a-12p PATH Orientation (TR1) 10:30a-11:30a RoadMaps to Success: Self-Reflection (TR2) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	5 10:30a-11:30a FCA Interviews (TR1) 9a-12p FAE&T Orientation (TR2) 12:30p-2p Intro to Services (TR1) 2:30p – 3:30p Online Applications/Resume (CL)	6 10a-11a Financial Capacity (TR1) Developing a Spending Plan 10a-12p CASAS (CL) 3p-4:30p Intro to Services (TR1) 6p-7p FCA Interviews (TR2)	7 8:30a-10a Intro to Services (TR1) 10-11:30a Introduction to Computers (CL) 1:30p-2:30p FCA Interviews (TR1)
10 9a–1030a Intro to Services (TR1) 1:30p–2:30p Online Applications/Resume (CL) 2:30p-3:30p Resume Lab (CL)	11 9a-12p PATH Orientation (TR1) 10:30a-11:30a RoadMaps to Success: Self-Reflection (TR2) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	12 10:30a-11:30a FCA Interviews (TR1) 9a-12p FAE&T Orientation (TR2) 12:30p-2p Intro to Services (TR1) 2:30p – 3:30p Online Applications/Resume (CL)	13 10a-11a Financial Capacity (TR1) Money Management 3p-4:30p Intro to Services (TR1) 4p-6p CASAS (CL) 6p-7p FCA Interviews (TR2)	14 8:30a-10a Intro to Services (TR1) 10-11:30a Email Basics (CL) 1:30p-2:30p FCA Interviews (TR1)
17 Office Closed 	18 9a-12p PATH Orientation (TR1) 10:30a-11:30a RoadMaps to Success: Self-Reflection (TR2) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	19 10:30a-11:30a FCA Interviews (TR1) 9a-12p FAE&T Orientation (TR2) 12:30p-2p Intro to Services (TR1) 2:30p -3:30p Online Applications/Resume (CL)	20 10a-11a Financial Capacity (TR1) Consumer Protection 10a-12p CASAS (CL) 3p -4:30p Intro to Services (TR1) 6p-7p FCA Interviews (TR2)	21 8:30a -10a Intro to Services (TR1) 10-11:30a Microsoft Word for Beginners (CL) 1:30p-2:30p FCA Interviews (TR1)
24 9a–1030a Intro to Services (TR1) 10:30a–1130a Interviewing Clinic for Returning Citizens (TR2) 1:30p-2:30p Online Applications/Resume (CL) 2:30p-3:30p Resume Lab (CL)	25 9a-12p PATH Orientation (TR1) 10:30a-11:30a RoadMaps to Success: Self-Reflection (TR2) 2:30p-3:30p Successful Interviews (TR2) 3p-4:30p Intro to Services (TR1) 3:30p-4:30p Mock Interviewing (TR2)	26 10:30a-11:30a FCA Interviews (TR1) 9a-12p FAE&T Orientation (TR2) 12:30p-2p Intro to Services (TR1) 2:30p -3:30p Online Applications/Resume (CL)	27 10a-11a Financial Capacity (TR1) Credit Q&A 3p-4:30p Intro to Services (TR1) 4p-6p CASAS (CL) 6p-7p FCA Interviews	28 8:30a -10a Intro to Services (TR1) 10-11:30a Internet for Job Search (CL) 1:30p-2:30p FCA Interviews (TR1)

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



YOUR JOB SEARCH STARTS HERE

Career Advisor Walk-ins:

Mon, Tues, Weds & Friday - 8:30a – 4p
 Thursday – 8:30a – 6:30p

Resource Room:

Mon, Tues, Weds & Friday – 8a – 4:00p
 Thursday – 8:00a – 6:30p

FRLB1152020

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.

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).

Online Applications/Resume

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. 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. Be sure to attend Resume Lab time if you need extra help and time.

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.

Introduction to Computers

Learn how to use the mouse, keyboard and basic functions of Windows operating system. Must pre-register.

Email Basics

Find out how to send and receive email, add attachments, manage your email from a phone/tablet. Remember to bring your email password to class if you currently have an email account. Must pre-register.

Successful Interviews

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. Be sure to attend mock interviewing if you need practice.

FCA Interviews

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

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.

Interview Clinic for Returning Citizens

This interactive presentation discusses how job seekers with a criminal past can successfully interview with tact and truthfulness while maintaining their self-esteem. Job seekers also learn how to avoid adopting negative labeling from friends, family, and especially employers.

Internet for Job Search

Discover job searching through web browsing, apps and other online tools. Learn how to upload your resume and cover letter. Must pre-register.

Microsoft Word for Beginners

Learn how to create and edit documents including cover letters and thank you letters. Must pre-register.

Roadmaps to Success: Self-Reflection

Provides an opportunity for job seekers to get to know themselves more clearly and see how they fit into the Job Market. During this session, job seekers consider what jobs would be a good fit. Job seekers will begin identifying not only what they have to offer as an employee but also what types of jobs and companies will provide the best opportunities.

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



**Proud partner of the
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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.

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.