

# February 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>29</b> 9:00 am Interview Skills 10:00 am Job Retention Essentials 11:00 am FCA Interview Prep/ Interview Skills 2:00 pm Resume Maker	<b>30</b> 9:00 am CASAS 11:00 am Resume Maker 2:00 pm Email & Attachments 6:00 pm FCA Interview Prep/ Interview Skills	<b>31</b> 10:00 am Lifeskills 11:00 am Assessments*
<b>3</b> 10:00 am FCA Job Readiness 11:00 am Financial Coaching 12:00 pm Lifeskills 2:00 pm FCA Job Readiness 3:00 pm Basic Computers	<b>4</b> 9:00 am Interview Skills/ "Make That Job Your Own" 10:00 am FCA Job Readiness 11:00 am Resume Maker 1:00 pm FCA Interview Skills 2:00 pm FCA Job Readiness	<b>5</b> 9:00 am Interview Skills/ Job Retention Essentials 11:00 am FCA Job Readiness 12:00 pm FCA Interview Skills 1:00 pm Online Applications 2:00 pm Resume Maker 3:00 pm FCA Job Readiness	<b>6</b> 9:00 am CASAS 11:00 am Resume Maker 1:00 pm FCA Job Readiness 2:00 pm Basic Computers 5:00 pm FCA Interview Skills 6:00 pm FCA Job Readiness	<b>7</b> 9:00 am FCA Job Readiness 10:00 am Lifeskills 11:00 am Assessments* 12:00 pm Adult Basic Literacy 1:00 pm Financial Coaching 2:00 pm FCA Job Readiness
<b>10</b> 10:00 am FCA Job Readiness 11:00 am Financial Coaching 12:00 pm Lifeskills 2:00 pm FCA Job Readiness 3:00 pm Resume Maker	<b>11</b> 9:00 am Interview Skills/ "Make That Job Your 10:00 am FCA Job Readiness 11:00 am Resume Maker 1:00 pm FCA Interview Skills 2:00 pm FCA Job Readiness	<b>12</b> 9:00 am Interview Skills/ Job Retention Essentials 11:00 am FCA Job Readiness 12:00 pm FCA Interview Skills 1:00 pm Email & Attachments 2:00 pm Resume Maker 3:00 pm FCA Job Readiness	<b>13</b> 9:00 am CASAS 11:00 am Resume Maker 1:00 pm FCA Job Readiness 2:00 pm Basic Computers 5:00 pm FCA Interview Skills 6:00 pm FCA Job Readiness	<b>14</b> 9:00 am FCA Job Readiness 10:00 am Lifeskills 11:00 am Assessments* 12:00 pm Adult Basic Literacy 1:00 pm Financial Coaching 2:00 pm FCA Job Readiness
<b>17</b>  <b>President's Day</b> <b>Career Center Closed</b> 	<b>18</b> 9:00 am Interview Skills/ "Make That Job Your Own" 10:00 am FCA Job Readiness 11:00 am Resume Maker 1:00 pm FCA Interview Skills 2:00 pm FCA Job Readiness	<b>19</b> 9:00 am Interview Skills/ Job Retention Essentials 11:00 am FCA Job Readiness 12:00 pm FCA Interview Skills 2:00 pm Resume Maker 3:00 pm FCA Job Readiness	<b>20</b> 9:00 am CASAS 11:00 am Resume Maker 1:00 pm FCA Job Readiness 2:00 pm Basic Computers 5:00 pm FCA Interview Skills 6:00 pm FCA Job Readiness	<b>21</b> 9:00 am FCA Job Readiness 10:00 am Lifeskills 11:00 am Assessments* 12:00 pm Adult Basic Literacy 1:00 pm Financial Coaching 2:00 pm FCA Job Readiness
<b>24</b> 10:00 am FCA Job Readiness 11:00 am Financial Coaching 12:00 pm Lifeskills 2:00 pm FCA Job Readiness 3:00 pm Resume Maker	<b>25</b> 9:00 am Interview Skills/ "Make That Job Your Own" 10:00 am FCA Job Readiness 11:00 am Resume Maker 1:00 pm FCA Interview Skills 2:00 pm FCA Job Readiness	<b>26</b> 9:00 am Interview Skills/ Job Retention Essentials 11:00 am FCA Job Readiness 12:00 pm Interview Skills 2:00 pm Resume Maker 3:00 pm FCA Job Readiness	<b>27</b> 9:00 am CASAS 11:00 am Resume Maker 1:00 pm FCA Job Readiness 2:00 pm Email & Attachments 5:00 pm FCA Interview Skills 6:00 pm FCA Job Readiness	<b>28</b> 9:00 am FCA Job Readiness 10:00 am Lifeskills 11:00 am Assessments* 12:00 pm Adult Basic Literacy 1:00 pm Financial Coaching 2:00 pm FCA Job Readiness

**Career Coach Walk-ins:** Monday – Friday, 9:00 am – 11:00 am

**Introduction to Services and Recruitment Events:**

Monday & Thursday: 1:00 pm

Tuesday, Wednesday, Friday: 9:00 am

**Resource Room:**

Monday – Friday: 8:45am – 4:30pm

Thursday Extended Hours: 8:45 – 6:30pm

Traduccion de curriculum al espanol con cita solamente.

Llame a Maricruz Leal (313) 962-9675, Ext. 147

**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.



### 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).

### Email and Attachments

Learn how to set up a free email account and how to prepare and send an email. You will also learn how to attach and send files electronically, like a resume and cover letter, so you don't miss out on job opportunities.

### Resume Maker

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.

### Job Retention Essentials

Finding a job is the first step. Keeping that job and advancing are the next steps. Learn what employers want from employees and strategies for improving your employment status. Understand how to apply these strategies to your current or future job.

### Assessments\*

Career Cruising: Guided online, interactive assessment to identify the career that matches your interests and skills. \*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.

### 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.

### FCA Interview Skills

Series of tips, do's and don'ts to improve your skills and success during interviews. Learn techniques that will turn your natural nervousness into confidence. FCA behavioral question and how to prepare for them. 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.

### Basic Computer

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

### Lifeskills

Lifeskills is designed to challenge participants about barriers they experience, but in some cases, unwilling to acknowledge exist. Barriers may include, but not limited to: mental health challenges, the need for parenting classes, legal issues, etc. Resources will be discussed and provided to the participant to navigate barrier removal.

### 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

**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  
American Job Center network

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.  
Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.