


# March 2020

313-962-WORK (9675) | [DetroitAtWork.com](http://DetroitAtWork.com)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> 10:00am Assessments (CASAS)** 3:00 pm Resume Workshop 3:00 pm FCA INTERVIEW	<b>3</b> 10:00 am Interview Skills 3:00 pm Basic Computers	<b>4</b> 9:00 am Interview Skills 10:00am Assessments (CASAS)** 2:00pm Resume Workshop <u>4pm-6pm GED Tutoring</u> <u>Pre-Registration is Required</u>	<b>5</b> 10:00 am Resume Workshop 3:00 pm Online Applications 4:00 pm Financial Education <u>4pm-7pm ELL Class</u> <u>Pre-Registration is Required</u>	<b>6</b> 10:00am Assessments (CASAS)** 2:00 pm Resume Workshop
<b>9</b> 10:00am Assessments (CASAS)** 3:00 pm Resume Workshop	<b>10</b> 10:00 am FCA INTERVIEW 3:00 pm Basic Computers	<b>11</b> 9:00 am Interview Skills 10:00am Assessments (CASAS)** 2:00pm Resume Workshop <u>4pm-6pm GED Tutoring</u> <u>Pre-Registration is Required</u>	<b>12</b> 10:00 am Resume Workshop 3:00 pm Online Applications 4:00 pm Financial Education <u>4pm-7pm ELL Class</u> <u>Pre-Registration is Required</u>	<b>13</b> 10:00am Assessments (CASAS)** 2:00 pm Resume Workshop
<b>16</b> 10:00 am Assessments (CASAS)** 3:00 pm Resume Workshop	<b>17</b> 10:00 am Basic Computers 3:00 pm Online Applications	<b>18</b> 9:00 am Online Applications 10:00am Assessments (CASAS)** 2:00pm Resume Workshop <u>4pm-6pm GED Tutoring</u> <u>Pre-Registration is Required</u>	<b>19</b> 10:00 am Resume Workshop 3:00 pm FCA INTERVIEW 4:00 pm Financial Education <u>4pm-7pm ELL Class</u> <u>Pre-Registration is Required</u>	<b>20</b> 10:00am Assessments (CASAS)** 2:00 pm Resume Workshop 3:30pm Interview Skills
<b>23</b> 10:00am Assessments (CASAS)** 3:00 pm Resume Workshop	<b>24</b> 10:00 am FCA INTERVIEW 3:00 pm Basic Computers	<b>25</b> 9:00 am Interview Skills 10:00am Assessments (CASAS)** 2:00pm Resume Workshop <u>4pm-6pm GED Tutoring</u> <u>Pre-Registration is Required</u>	<b>26</b> 10:00 am Resume Workshop 3:00 pm Basic Computers 4:00 pm Financial Education <u>4pm-7pm ELL Class</u> <u>Pre-Registration is Required</u>	<b>27</b> 10:00am Assessments (CASAS)** 2:00 pm Resume Workshop 3:30pm Online Applications
<b>30</b> 10:00 am Assessments (CASAS)** 3:00 pm Resume Workshop	<b>31</b> 10:00 am Interview Skills 3:00 pm Basic Computers			



Career Coach Walk-ins: (subject to availability)

- Monday – Friday 9:00am to 3:00pm
- Introduction to Services: Monday – Friday
- 9:00AM (Basic/Training Orientation) Check-in: 8:45AM
- 1:00PM (Basic Orientation) Check-in: 12:45PM

Thursday extended hours: 8:00AM – 7:00PM

Resource Room: Monday – Friday: 8:00AM – 4:45PM

**Se Habla Español**

\*\* WORKKEYS BY APPT. 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.*

### Orientation-Introduction to Services

This is a brief introduction to all the services that Center's services can offer you! For first-time customers and information on 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).

### Resume Workshop

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. Learn how to input it into the Pure Michigan Talent Connect.

### Assessments\*

JIST: 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 Education

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

### 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.

### Time Management

This is an interactive workshop where you will work on time management to create a better balance between life and work. We will look at how to prioritize and create effective schedules.

### Basic Computers

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.

### Job Information Session

Talk to the Business Service Representative to learn about trends, what employers are looking for and hot jobs in Detroit

### 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.

**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



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.