









| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|--|--|--|
| <p>2</p> <p>9-10:30: -Manage Your Stressors -Interview Practice -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>12-1: -Healthy Living/w MSU Extension</p> <p>11-12:30: -The Art of Marketing Self</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> | <p>3</p> <p>9-10:30: -Resume Bldg.: Skills Statements -Computer-Based Learning</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event -Resume Bldg.: Update/Create -GED Prep/Remedial</p> <p>12-1: -Cover Letters/Thank You Notes</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> <p>5:30 — 6:30: -FCA Behavioral Interview</p> | <p>4</p> <p>9-10:30: -Career Interest/Exploration</p> <p>9-11: -GED Prep/Remedial</p> <p>10:30-12: -WIOA Orientation -Job Survival</p> <p>12-1: -Volunteers of America</p> <p>11:30—2:30: -CASAS Testing</p> <p>1-4: -CASAS Testing</p> <p>1:30-3: -PATH Orientation</p> <p>2-5: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4-5: -ESL</p> | <p>5</p> <p>9-12: -CASAS Testing</p> <p>9-11: GED Prep/Remedial</p> <p>9-10:30: -Simple Budgeting</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>11:30-1: - Networking: 30-Second Pitch</p> <p>1-2:30: -Resume Review</p> <p>1-4: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4:30-6: -FCA Event</p> | <p>6</p> <p>9-10:30: -Interview: Get Ready -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> |
| <p>9</p> <p>9-10:30: -Manage Your Stressors -Interview Practice -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>10:30--12: -FCA Event</p> <p>12-1: -Healthy Living/w MSU Extension</p> <p>11-12:30: -The Art of Marketing Self</p> <p>1-2: -Infant Safe-Sleep</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> | <p>10</p> <p>9-10:30: -Resume Bldg.: Skills Statements -Computer-Based Learning</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event -Resume Bldg.: Update/Create -GED Prep/Remedial</p> <p>12-1: -Cover Letters/Thank You Notes</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> <p>5:30 — 6:30: -FCA Behavioral Interview</p> | <p>11</p> <p>9-10:30: -Career Interest/Exploration</p> <p>9-11: -GED Prep/Remedial</p> <p>10:30-12: -WIOA Orientation -Job Survival</p> <p>11:30—2:30: -CASAS Testing</p> <p>1-4: -CASAS Testing</p> <p>1:30-3: -PATH Orientation</p> <p>2-5: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4-5: -ESL</p> | <p>12</p> <p>9-12: -CASAS Testing</p> <p>9-11: GED Prep/Remedial</p> <p>9-10:30: -Simple Budgeting</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>11:30-1: - Networking: 30-Second Pitch</p> <p>1-2:30: -Resume Review</p> <p>1-4: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4:30-6: -FCA Event</p> | <p>13</p> <p>9-10:30: -Interview: Get Ready -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>11-12: -Tax Preparation Presentation</p> <p>10:30-12: -FCA Event</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> |
| <p>16</p> <p>9-10:30: -Manage Your Stressors -Interview Practice -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>10:30--12: -FCA Event</p> <p>12-1: -Healthy Living/w MSU Extension</p> <p>11-12:30: -The Art of Marketing Self</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> | <p>17</p> <p>9-10:30: -Resume Bldg.: Skills Statements -Computer-Based Learning</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event -Resume Bldg.: Update/Create -GED Prep/Remedial</p> <p>12-1: -Cover Letters/Thank You Notes</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -GED Prep/Remedial</p> <p>5:30 — 6:30: -FCA Behavioral Interview</p> | <p>18</p> <p>9-10:30: -Career Interest/Exploration</p> <p>9-11: -GED Prep/Remedial</p> <p>10:30-12: -WIOA Orientation -Job Survival</p> <p>12-1: -Volunteers of America</p> <p>11:30—2:30: -CASAS Testing</p> <p>1-4: -CASAS Testing</p> <p>1:30-3: -PATH Orientation</p> <p>2-5: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4-5: -ESL</p> | <p>19</p> <p>9-12: -CASAS Testing</p> <p>9-11: GED Prep/Remedial</p> <p>9-10:30: -Simple Budgeting</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>11:30-1: - Networking: 30-Second Pitch</p> <p>1-2:30: -Resume Review</p> <p>1-4: -CASAS Testing</p> <p>2-3:30: -GED Prep/Remedial</p> <p>4:30-6: -FCA Event</p> | <p>20</p> <p>9-10:30: -Interview: Get Ready -Computer-Based Learning</p> <p>9-11: -GED Prep/Remedial</p> <p>10-11: -JOB CLUB</p> <p>10:30-12: -FCA Event</p> <p>1-2:30: -Computer-Based Learning</p> <p>2-3:30: -FCA Event -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

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| <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 Professionally <i>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>  |

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