

March 2020

A proud partner of the American Job Center network

<https://jobcenterofwisconsin.com>
www.westernwdb.org

<https://dwd.wisconsin.gov>
www.workforceconnections.org

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Career Cruising Assessment 12:30 – 1:30pm Personality Test 1:45 – 2:15pm Ability Profiler 2:30 – 4:00pm	3 Ashley On-Site Recruitment 8:30 – 11:00am	4 Resume Workshop 9:00 – 10:00am ARP's Strategies for 50+ Job Seekers 10:00 – 11:00am Computer Skills 1:00 – 2:30pm	5 Pitching Your Elevator Speech while Networking 10:00 – 11:00am WIOA Informational Meeting 2:00 – 3:00pm	6 Transferable Skills 11:00 – 12:00pm Job Club: How to prove you are the one they need 1:00 – 2:30pm
9 USC 8:30	10 WIOA Info 8:30	11 Fair Prep 12:00pm (1/2 hr appts) 1:00pm	12 WIOA Informational Meeting 2:00 – 3:00pm	13 Generations in the Workplace 11:00 – 12:00pm Job Club: Deep Dives 1:00 – 2:30pm
16 Ashley 8:30 WIOA Info 8:30	17	18 Interview Workshop 9:00 – 10:00am Dress for Success 10:00 – 11:00am Resume Workshop 1:00 – 2:00pm	19 Resume Review (1/2 hr appts) 9:00 – 11:00am Mini Job Fair 11:30 – 1:30pm	20 Job Search Strategies for Beginners 11:00 – 12:00pm Western Technical College Open Hours 11:30 – 1:30pm Job Club: Career or Job Change? 1:00 – 2:30pm
23 Ashley On-Site Recruitment 8:30 – 11:00am Dos and Don'ts for Applications 10:00 – 11:00am Job Seekers Retreat 1:00 – 3:00pm	24 WIOA Informational Meeting (Please call Della at 608-789-5604 to schedule an individual time) Jumpstart Your Job Search 10:30 – 11:30am	25 Resume Review (1/2 hr appts) 9:00 – 11:00am Basic Computer Skills 1:00 – 2:30pm	26 WIOA Informational Meeting (Please call Della at 608-789-5604 to schedule an individual time)	27 Finders Keepers 11:00 – 12:00pm Job Club: Using ONet 1:00 – 2:30pm
30 LinkedIn: Starting an Account 1:00 – 2:00pm LinkedIn Building: Using the Home Page 2:00 – 4:00pm	31 Ashley On-Site Recruitment 8:30 – 11:00am WIOA Informational Meeting (Please call Della at 608-789-5604 to schedule an individual time) Strategies for Age 40+ Job Seekers 10:00 – 11:00am	All workshops/events listed in BOLD count as 1 valid work search action for those receiving UI Benefits. Please note: Anyone arriving more than 10 minutes late to a workshop will not be permitted to attend.	If you would like to schedule a Mock Interview , please contact Dena Daentl @ 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov (counts as 1 work search) If you would like to schedule an InterviewStream Video Interview Practice session, please contact Annie Allen-Wyman @ 608.785.9354 or Anne.AllenWyman@dwd.wisconsin.gov (counts as 1 work search)	

Please note, due to the coronavirus and our dedication to ensuring the safety of others, all workshops and the Job Center hours are subject to future change.
Canceled Events and workshops are crossed out and in RED
If you are interested in attending a workshop that has not been canceled, please call us at 608-789-5627 to sign up ahead of time to ensure staff availability.

AARP Strategies for the 50+ Job Seeker: Presented by Annie Allen-Wyman. AARP offers seven strategies for “older workers,” including tips for finding jobs, marketing work ethic and experience & connecting with opportunities to develop new skills.

Ability Profiler: Presented/Proctored by Myron Daubert. Complete an ability assessment that is a part of Career Cruising. Each assessment can assist in guiding you in your next career direction.

BITS: Basic Computer Skills: Presented by Myra Kunert. Learn essential computer skills like: using the mouse & keyboard, creating documents, managing files, using the internet, and exploring social media. Workshops are designed as instructor—led introductions to BITS and include guided instruction to get started in BITS.

Career Cruising!: Presented by Myron Daubert. Learn about assessments and how they improve your job search and career development. Get introduced to the great employment website “Career Cruising” and how to use it effectively by completing the interest assessment and receiving interpretation and guidance from a career counselor.

Do’s and Don’ts of Applications: Presented by Annie Allen-Wyman. Applications are legal documents and whether they are on paper or online that report your previous work experience and your employability skills. What facts are usually on applications? Where are mistakes often made?

Dress for Success: Presented by Annie Allen-Wyman. Employers tell us that what you wear to the interview matters! Your work ethic may be reflected in your clothing, accessories, and body language. This workshop will provide advice and suggestions.

Finders Keepers: Presented by Annie Allen-Wyman. Every new job starts with onboarding, that can be a combination of probation, try-out, & orientation. Success is based on impressing everyone & contributing to the goals of the company.

Generations in the Workplace: Presented by Annie Allen-Wyman. People of similar age who have had similar experiences are a “generation” and there are more generations in today’s workplace than ever before! Each brings gifts and differences. We’ll talk about values, self-concept, people-skills, work ethic, and possibly conflicts.

Interviewing Workshop: Presented by Ray Heidel. Learn the basics of effective interviewing for employment. Discover the importance of preparing for the interview, providing a descriptive and appealing representation of what you have to offer and appropriate follow up to the interview.

InterviewStream Practice: Facilitated by Annie Allen-Wyman. This audio and video platform allows you to practice for all types of interviews, including initial phone screenings! Thousands of questions to choose from plus unlimited do-overs! Job Service staff will help you get started and follow—up appointments can be scheduled.

Job Club: Facilitated by Myron Daubert & Dena Daentl. Chat with fellow job seekers about a topic.

Job Fair Prep: Presented by Annie Allen-Wyman. What is a job fair? Who attends, and how do you prepare? Success has a recipe: company research, interview clothes, an elevator speech, informed questioning, and follow-up.

Job Search Strategies: Presented by Annie Allen-Wyman. Designed for newcomers to today’s labor market, whether you’re looking for new or better employment, we’ll talk about the whole job search process and provide tips and strategies.

Job Seekers Retreat: Presented by Myron Daubert. Re-Energize, Re-Organize and Reflect!: Begin an exciting new journey by attending this introduction to Job/Career guidance and counseling here at the Job Center. Learn about internet tools and job/career planners that can enhance your search. Let’s work together to free your mind from clutter and get it focused on your new path.

Jump Start Your Job Search!: Presented by Della Snyder. Getting a job isn’t always easy – we can help! This workshop is an introduction to the Workforce Development Center and the resources available here. We will also touch on job search basics and best practices and provide information on how to access more intensive assistance.

LinkedIn Profile Building: Presented by Myron Daubert. Get tips on how to build (or create) your LinkedIn profile and increase your networking and job search power. Open lab, may come and go during training although some general instruction at beginning.

Mock Interviewing: Job interviews can be intimidating. Mock interviews can be scheduled one—on—one or with a panel, to give you the best practice. Learn the importance of body language and how to present your best self so you will be ready to ace your next interview! To schedule, please contact Dena Daentl at 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov

Personality Test: Facilitated by Myron Daubert. Take a personality test to find job fits through taking a personality assessment.

Pitching Your Elevator Speech while Networking: Presented by Myra Kunert. In this workshop you will develop a draft elevator speech and be provided ideas of places and people to network your new speech with.

Resume Reviews: Bring your resume and/or cover letter and Job Service staff will help you market your experience, skills, and accomplishments to potential employers. One-on-one reviews are scheduled for 30-minute appointments.

Résumé Workshop: Presented by Ray Heidel. For those with little or no resume writing experience. Learn the importance of resumes. Understand the parts that make up the resume. Distinguish between and choose the appropriate resume type for you and begin to develop your resume.

Strategies for Job Seekers Age 40+: Presented by Annie Allen-Wyman. Older workers are needed and valued by today’s employers, but they may need specific strategies to be successful in re-employment. Do you “Sell your valuable experience” and “Consider all the benefits”? Bring your resume and we’ll talk about how well you are marketing yourself and your skills in today’s labor market.

WIOA Informational Meeting: Meet with your local Career Planner to learn about the Workforce Innovation and Opportunity Act (WIOA) program and how it might help you reach your employment goals. WIOA may assist individuals with training, job search skills, career planning and more. Plus learn about the resources of the Job Center!

Workshop calendars can be found online at:
http://www.wisconsinjobcenter.org/directory/lacrosse_workshops.pdf

For information on other Job Center events, go to
<http://wisconsinjobcenter.org/events/>

To register for a workshop , please call the Workforce Development Center Help Desk at (608) 789—5627 or you may register in person at the Job Center.

Online Workshops! Just log on to jobcenterofwisconsin.com—click “Online Workshops” from the blue bar on the top of the page and select your topic of choice!

Topics include: (1) Networking (2) Job Searching Technology (3) Resume and Job Application (4) Interviewing (5) Your Workplace Skills

*Each JCW online workshop counts as 1 valid work search action for individuals receiving UI Benefits.