

Tomah Job Center



March

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

120 East Milwaukee Street
 Tomah, WI 54601
 (608) 374-7740
 Hours: Monday thru Friday
 8:00 a.m. – 4:30 p.m.

A proud partner of the AmericanJobCenter® network

Mon	Tue	Wed	Thu	Fri
			1	2
5	6 <i>Resume Workshop</i> 2:30-3:30pm	7 <i>Vern Tranberg</i> Veterans' Employment Representative 12:30pm - 4:00pm	8 <i>Meet with a Career Counselor for Assessments and/or Career Development</i> 9:00am, 2:00pm, & 3:00pm	9
12	13 <i>Interviewing Workshop</i> 9:00am - 10:00 am	14 <i>Vern Tranberg</i> Veterans' Employment Representative 12:30pm - 4:00pm	15	16
19 	20 <i>BITS: Basic Computer Skills</i> 2:30pm - 3:30pm	21 <i>Vern Tranberg</i> Veterans' Employment Representative 12:30pm - 4:00pm	22	23
26	27 <i>Networking</i> 9:00 am - 11:00am	28 <i>Vern Tranberg</i> Veterans' Employment Representative 12:30pm - 4:00pm	29 	

Please Register at the Tomah Job Center Front Desk or call (608) 374.7740.

http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf
Events Subject to Change Without Notice

BITS: Basic Computer Skills: Presented by Terry Shreve. 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. **(New users must have an active email account and know the password to access it to get credit for work search)**

Résumé Workshop: Presented by Terry Shreve. 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.

Interviewing: Presented by Terry Shreve. 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 in an interview, and appropriate follow up to the interview.

Networking: Presented by Terry Shreve. In this workshop you will develop a draft elevator speech and be provided ideas of places and people to network your new speech with.

Veterans Employment Representative: Presented by Vern Tranberg. This is a time when you can meet individually with a Veteran Representative and discuss job search possibilities.

Meet with Career Counselor for assessments and/or career development: Presented by Myron Daubert to explore and discuss career paths and training possibilities.

Walk Through Western: Western Technical College staff will "walk through" the school's website, and show you how to explore the programs teaching manufacturing skills. The application, enrollment process, and entrance exams will be explained. Special displays and brochures about Manufacturing Systems Maintenance Technician, Industrial-Electrical Technician, CNC, Machining and other trades programs will be featured this month.

WorkKeys Testing to earn a National Career Readiness Certificate is available at the Workforce Development Center and at the Library monthly. To earn the certificate, individuals need to call 888-258-9966 and follow the prompts to get a Key Train Username and Password. After scoring at least a 3 on the Math, Locating, and Reading pretests, the individual can call the same number to set up an in person test.

Online Workshops! Just log on to jobcenterofwisconsin.com—click “Online Workshops” from the blue bar on the top of the page—select your topic of choice!
Topics include: Networking, Job Searching Technology, Resume and Job Application, Interviewing, & Your Workplace Skills