

Monday	Tuesday	Wednesday	Thursday	Friday
If you would like to schedule a Mock Interview , please contact Dena Daentl @ 608.789.5651 or Dena.Daentl@dwd.wisconsin.gov	1 WIOA Informational Meeting 8:30 - 9:30	2 Transferable Skills 10:00 - 11:00 Resume Workshop 2:00 - 3:00	3 Dress for Success 10:00 - 11:00 WIOA Informational Meeting 2:00 - 3:00	4 Job Club - Mini Retreat 1:00 - 2:30
7 Career Cruising Assessment 12:30 - 1:30 Personality Test Workshop 1:45 - 2:15 Ability Profiler 2:30 - 4:00	8 WIOA Informational Meeting 8:30 - 9:30 Ashley On-Site Recruitment 8:00 - 11:30 Jump Start Your Job Search 10:30 - 11:30 Do's & Don'ts for Applications 2:30-3:30	9 Resume Review 9:00 - 11:00 (1/2 hr appts) InterviewStream 10:30 - 12:30 (1/2 hr appts)	10 Fundamentals of Job Retention 10:00 - 11:00 WIOA Informational Meeting 2:00 - 3:00	11 Generations in the Workplace 10:00 - 11:00 Job Club - The Power of Positivity 1:00 - 2:30
14 LinkedIn - Starting an Account 1:00 - 2:00 LinkedIn Building - Using Key Words to Stand Out 2:00 - 4:00	15 WIOA Informational Meeting 8:30 - 9:30 Ashley On-Site Recruitment 8:00 - 11:30 Resume Review 2:00 - 4:00 (1/2 hr appts)	16 Interviewing Workshop 10:00 - 11:00 Resume Workshop 2:00 - 3:00	17  Mini Job Fair 11:30 - 1:30 WIOA Informational Meeting 2:00 - 3:00	18 Job Club - Financial Literacy 1:00 - 2:30
21 Job Search Strategies 10:00 - 11:00 Job Seeker's Retreat 1:00 - 3:00	22 WIOA Informational Meeting 8:30 - 9:30 Ashley On-Site Recruitment 8:00 - 11:30 Resume Review 9:00 - 11:00 (1/2 hr appts) AARP Job Search Strategies 2:30—3:30	23 Pitching Your Elevator Speech While Networking 1:00 - 2:00 InterviewStream 9:00 - 11:00 (1/2 hr appts) Pitching	24 Finders Keepers 10:00 - 11:00 WIOA Informational Meeting 2:00 - 3:00	25 Job Club - Age as an Advantage 1:00 - 2:30
28 LinkedIn - Starting an Account 1:00 - 2:00 LinkedIn Building - Profile into Portfolio 2:00 - 4:00	29 WIOA Informational Meeting 8:30 - 9:30 Ashley On-Site Recruitment 8:00 - 11:30 The Right Fit 10:00 - 11:00	30 Basic Computer Skills 9:00 - 10:30 Resume Review 2:00 - 4:00 (1/2 hr appts)	31  WIOA Informational Meeting 2:00 - 3:00	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.

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

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

BITS: Basic Computer Skills: 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. Presented by *Myra Kunert*

Career Cruising!: 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. Presented by *Myron Daubert*

Do’s and Don’ts of Applications: 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? Presented by *Annie Allen-Wyman*

Dress for Success: 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. Presented by *Annie Allen– Wyman*

Finders Keepers: 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. Presented by *Annie Allen-Wyman*.

Fundamentals of Job Retention: They say that hard skills or technical skills “get” the job, but it’s soft skills and people skills that “keep” the job. We’ll talk about how to be ready to be successful in your new job. Presented by *Annie Allen-Wyman*.

Generations in the Workplace: 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. Presented by *Annie Allen-Wyman*

Interviewing Workshop: 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. Presented by *Ray Heidel*

InterviewStream Practice: 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: Chat with fellow job seekers about a topic. Facilitated by *Myron Daubert & Dena Daentl*

Job Search Strategies: 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. Presented by *Annie Allen-Wyman*

Job Seekers Retreat: 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. Presented by *Myron Daubert*

Jump Start Your Job Search!: 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. Presented by *Della Snyder*

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.

The Right Fit: Happiness on the job is too often seen as a bonus! But feeling that job is the right job for you is not an accident. We talk about values, ethics, learning styles, and career goals. Presented by *Annie Allen-Wyman*

Transferable Skills: Transferable skills are used in any occupation, and may be the mastery of a machine or proven competency as a manager. Identify your transferable skills and learn how to effectively market them in a job search. Presented by *Annie Allen-Wyman*

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.**