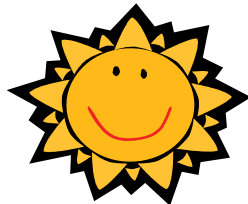



# August 2008

## La Crosse County Job Center Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
July 28	July 29	July 30  <b>Basic Resume Writing</b> 9:00 a.m. – 12:00 p.m. <i>Registration: (608) 789-5627</i>	July 31  <b>Jump Start Your Job Search!</b> 9:00 a.m. – 11:00 a.m. <i>Registration: (608) 789-5627</i>	August 1
4  <b>Job Seeking</b> 9:00 a.m. – 12:00 p.m. <i>Registration: (608) 789-5627</i>	5	6	7  <b>Jump Start Your Job Search!</b> 9:00 a.m. – 11:00 a.m. <i>Registration: (608) 789-5627</i>	8
11	12  <b>Job Trends and Happenings – A Snapshot</b> Presented by: Bill Brockmiller, Labor Market Analyst 8:30 a.m. – 10:00 a.m. <i>Registration: (608) 789-5627</i>	13  <b>Individual Job Search Assessment</b> 9:00 a.m. – 11:00 a.m. <i>Registration: (608) 789-5627</i>	14	15  
18   <b>Questions? Ask the Help Desk!</b> <b>(608) 789-5627</b>	19  <b>Personality Type and the Work Environment</b> Presented by Chris Magnuson, Career Development Facilitator 1:00 p.m. – 3:00 p.m. <i>Registration (608) 789-5627</i>	20  <b>Round Robin Resume Review</b> 9:00 a.m. – 12:00 p.m. <i>Registration: (608) 789-5627</i>	21  <b>Jump Start Your Job Search!</b> 9:00 a.m. – 11:00 a.m. <i>Registration: (608) 789-5627</i>	22
25	26  <b>Individual Job Search Assessment</b> 9:00 a.m. – 11:00 a.m. <i>Registration: (608) 789-5627</i>	27  <b>Interviewing</b> 9:00 a.m. – 12:00 p.m. <i>Registration: (608) 789-5627</i>	28	29   <b>See descriptions of workshops/training on REVERSE SIDE</b>

## JOB CENTER WORKSHOP/TRAINING DESCRIPTIONS

### **Jump Start Your Job Search!**

***Getting a job isn't always easy – we can help!*** Whether you're just starting your job search, or have been looking for a while, attend this workshop to ***Jump Start Your Job Search***. Learn ***Job Search Basics*** and ***connect to Job Center programs and services*** that provide support and assistance in career planning, job search, and skills training. Sign-up at the Job Center Help Desk or call 608-789-5627 to register. Presented by Vicki Miller, Employment Coordinator, Workforce Connections, Inc.

### **Job Seeking**

***Identify your dream job through career exploration and planning.*** Learn to match your skills and abilities to occupational areas and to utilize local and Internet resources to engage in research and enhance your career opportunities. ***Increase the effectiveness of your job search and tap into the "hidden job market"*** by learning to employ multiple sources of information to locate and develop job leads, to create a network of contacts, and to arrange and conduct an informational interview. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service.

### **Interviewing**

***Eliminate those sweaty palms and interview with poise and confidence!*** Learn to anticipate commonly-asked questions and prepare responses that impress employers, demonstrate the link between your talents and an organization's needs, and effectively convey your skills, achievements and potential. ***You will also learn*** to ask appropriate questions during the interview, non-verbally communicate the qualities that employers seek, and follow up after the interview. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service.

### **Basic Resume Writing**

***For those with little or no resume writing experience. Learn to develop a professional and visually appealing resume that describes your job-related abilities and accomplishments that communicate your experience and value to potential employers. Pick up great tips on how to choose the best resume format, utilize available software to build and design your resume, properly list your references, and create an effective cover letter.*** Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service.

### **Business Spotlight**

***Meet face to face with hiring companies!*** Check out the company display in the Job Center featuring information about the business, job openings, and the application process. Attend the presentation to learn more about the company, employment opportunities, and the hiring process.

### **Round Robin Resume Review**

Gain ***valuable insight and creative feedback*** when fellow job seekers critique your resume. Share your ***knowledge and ideas*** to help others improve their resumes. Learn by providing and accepting ***encouragement and constructive criticism*** from your peers. This small group session will be moderated and facilitated by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service. **Please bring two printed copies of your resume.**

### **Job Trends and Happenings - A Snapshot**

Bill Brockmiller has been the State of Wisconsin, Department of Workforce Development (DWD), Labor Market Analyst for the Western District (8 county area) for the last 14 years. He will be presenting information and answering questions about the local area labor market and some reasons why it's in a constant state of change.

### **Personality Type and the Work Environment**

Gain self knowledge about your unique personality type and how it impacts your career satisfaction and communication style in the work place. Presented by Chris Magnuson, Career Development Facilitator, Workforce Connections, Inc.

### **Individual Job Search Assessment**

This is a brief visit with an employment coordinator to discuss your job search, career plan, and individual needs. You may be referred to other Job Center services for further assistance depending on need and eligibility.

## **Workshops that may be offered on and off throughout the year:**

### **Dollars and Sense**

***A hands on workshop for money management.*** Ken Smith, Certified Consumer Credit Counselor with the Consumer Credit Counseling Service, presents practical and useful information about personal money management and budgeting – especially for the job seeker. Topics covered include: ways to make budgeting easier, the use and abuse of credit, and the 10 basic rules of money management.

**Career Decision Making Workshop** – Presented by Western Technical College. Discover the best careers for you and learn about hot jobs in Wisconsin. Explore your options at Western including career training programs, and how to get admitted as well as financial aid opportunities and academic support services to help you be successful.

**Recruitment Showcase** - A Recruitment Showcase will highlight employers that are recruiting. An employer's job openings will be posted at the Job Center and accessible on JobNet. Applications will be available on site, and a representative will be available (not necessarily on site, however) to promote the current job openings and discuss hiring practices of the business.

**Someday I'll Figure Out Where My Money Goes!** Why wait for someday? No matter how you stand financially right now, you can *improve* your situation by learning the basics of money management. "Get a handle" on your bills, and really know where you are so you can move forward! Make and follow a budget that actually works. There are many resources and strategies that can be used to help; we'll share these, along with examples of spreadsheets and worksheets that you can use on your own.

### **Financial Fresh Start**

Start fresh in 2008 with a reasonable and realistic plan to better manage your money! Attend this workshop to gain the knowledge, courage, and inspiration to make decisions to help you get control of your dollars. Whether you have \$5 or \$500,000 dollars to spend, you need a plan to ensure your money is going where you want it to go.

### **Understanding Credit, Collections, and Consumer Rights**

Increase your understanding of credit, collections, and your rights as a consumer. Ken Smith, Consumer Credit Counseling Service of La Crosse, will help you learn how to navigate the world of credit wisely.

### **Discovering Your Career Path**

There are many paths to your ideal job. Chris Magnuson, Certified Career Development Facilitator, will help you explore life's opportunities through interest and personality assessments and some good down to earth talk.

### **Job Search Letters**

Outstanding job search letters give you an edge over the competition by selling your qualifications and successes, demonstrating your knowledge and experience, and creating enthusiasm! Learn to develop ad-response, approach/cold-call, follow up, and electronic cover letters that are unique and effective marketing tools. Winning thank-you notes and letters will also be addressed in this session.

### **Resume Critique**

Bring your resume and/or cover letter(s) in and staff will help you to improve and enhance it (resume & cover letter critiques by appointment - 20 minutes)

### **Advanced Resume Writing**

***For those who wish to improve and update an existing resume.*** Ensure that your resume powerfully communicates your full range of skills and experience, utilizes active and descriptive language, and impresses the reader with your abilities and accomplishments. Pick up great tips on how to integrate new elements and/or combine resume formats for a more unique appearance, convey your enthusiasm and potential in an effective cover letter and develop a marketing cover letter. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service.