




# TOMAH JOB CENTER

## April 2017

120 East Milwaukee Street  
608 374 7740  
Monday thru Friday  
8:00 am – 4:30 pm

| Monday   | Tuesday   | Wednesday  | Thursday  | Friday  |
|--|---|--|---|---|
| 3<br>    | 4<br><b>Resume Writing</b><br>9:00 am – 10:00 am<br><b>Interviewing for a Job</b><br>11:00 am to 12:00 pm | 5<br><b>Vern Tranberg</b><br>Veterans' Employment Representative<br>1:00 pm – 4:00 pm  | 6   | 7   |
| 10   | 11  | 12<br><b>Vern Tranberg</b><br>Veterans' Employment Representative<br>1:00 pm – 4:00 pm | 13  | 14<br>   |
| 17   | 18<br><b>Basic Computer Skills Course (BITS)</b><br>9:00 am – 12:00 pm                                    | 19<br><b>Vern Tranberg</b><br>Veterans' Employment Representative<br>1:00 pm – 4:00 pm | 20  | 21  |
| 24<br> | 25<br><b>Pitching your Elevator Speech While Networking</b><br>2:30-3:30pm                                | 26<br><b>Vern Tranberg</b><br>Veterans' Employment Representative<br>1:00 pm – 4:00 pm | 27<br><b>Meet with Career Counselor for Assessments and/or Career Development</b><br>9:00 am<br>10:00 am<br>11:00 am<br><b>Assessment Workshop</b><br>1:00 pm – 3:00 pm | 28 For information on the National Career Readiness Certificate NCRC<br><b>Call Your Local Job Center OR The Job Service Call Center 888 258 9966</b> |
| 30   |   |  |   |   |

A proud partner of the  network



Please register in person at the Tomah Job Center Front Desk or call 608.374.7740  
Events Subject to Change Without Notice

[http://www.wisconsinjobcenter.org/directory/tomah\\_workshops.pdf](http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf)

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

**Basic Computer Skills Course (aka BITS)** Presented by Terry Shreve. Essential computer skills: use a mouse and keyboard, create documents, manage files, use the Internet, and explore social media. Designed as instructor led introduction to BITS and 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.

**Interviewing for a Job Workshop**: 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, and the appropriate follow up to the interview.

**Key Train / Career Ready 101**: Facilitated by Myron Daubert. Take Key Train assessments to identify skill strengths or to qualify for taking the WorkKeys exam to earn your NCRC Certificate. Learn about other careers, build soft skills, or develop job/career search skills.

**Leadership Training Opportunities**: Presented by Western Technical College. Provide information about Supervisory Management. This flexible evening and online career pathway program is designed to give adult students the skills they need and credit for what they already know.

**LinkedIn Start/Enhancement**: Presented by Myron Daubert. Get tips on how to build (or create) your LinkedIn profile and increase your networking and job search power.

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

**One on one review (Option)**: Presented by Myron Daubert. Discuss the results of the assessments.

**Pitching your Elevator Speech While Networking**: Presented by Terry Shreve. Pitching your best self in 30 seconds while networking.

**Preparing for a Job Fair**: Presented by Terry Shreve. Learn the tricks to attending a job fair and getting the most out of attending

**Resume Writing**: 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 and choose appropriate resume type for you and begin to develop a resume.

**Understanding your Health Insurance**: Presented by Wanda Palmer/Amy Larson. This workshop will cover what health coverage is, and how to use it to get primary care and preventive services to help you and your family live long, healthy lives!

**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.