

**Workforce Development Center
Western Wisconsin**






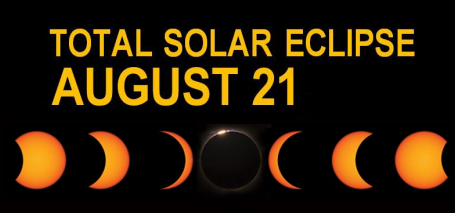



A proud partner of the American **JobCenter** network



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



**East Ward Commerce Center
2615 East Avenue S, Suite 101
La Crosse, WI 54601
(608) 789-5627
Hours: Monday thru Friday
8:00 a.m. – 4:30 p.m.**

| Mon | Tue | Wed | Thu | Fri |
|---|---|--|--|--|
| <p>WorkKeys Testing for the NCRC offered 2 times a month</p>  <p>(See Description on Back)</p> | 1 | 2 Resume Workshop 9:00am - 10:00 am On-Site Recruitment <i>Courtesy Corp.</i> 9:00am - 11:00am | 3 Basic Computer Skills 1:00pm - 3:00pm | 4 Job Club - Mock Interviewing - Job Club Style! 1:00pm - 2:30pm |
| 7 Career Cruising Assessment 12:30pm - 1:00pm Key Train Pretests or Personality Test 1:15pm - 2:30pm Ability Profiler 1:30pm - 3:00pm | 8 Jump Start Your Job Search! 10:30am - 11:30am | 9 Basic Computer Skills 10:30 am - 12:00 pm | 10 | 11 On-Site Recruitment  9:00am - 11:30am Job Club - Mini Retreat 1:00pm - 2:30pm |
| 14 LinkedIn Profile Building 1:00pm - 4:00pm | 15 | 16 Interviewing Workshop 9:00am - 10:00am  Financial Coaching 8:00am - 4:30pm | 17 Basic Computer Skills 1:00pm - 3:00pm Job Seekers Retreat 1:00pm - 3:00pm | 18 Transferrable Skills 10:30am - 11:30am Job Club - Science of Happiness 1:00pm - 2:30pm |
| 21  | 22 On-Site Recruitment  9:00am - 11:30am Mock Interviewing 9:00am - 12:00pm | 23 On-Site Recruitment <i>Courtesy Corp.</i> 9:00am - 11:00am Basic Computer Skills 10:30am - 12:00pm | 24 Mock Interviewing 9:00am - 12:00pm | 25 No Job Club |
| 28 LinkedIn Profile Building 1:00pm - 4:00pm | 29 | 30 Pitching Your Elevator Speech While Networking 9:00am - 10:00am  Financial Coaching 8:00am - 4:30pm | 31 Basic Computer Skills 1:00pm - 3:00pm Jump Start Your Job Search! 10:30am - 11:30am |  |

Register at the Workforce Development Center Help Desk or call (608) 789-5627 or email lacrossejobcenter@workforceconnections.org

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Funding by the Workforce Innovation and Opportunity Act of 2015 through the US Department of Labor and the WI Department of Workforce Development.

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.

Basic Computer Skills: Presented by Terry Shreve & Dena Quinn. 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)**

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.



Financial Coaching: Presented by Susan Taylor, Financial Coach, UW-Extension. A newer approach, distinct from financial education or counseling, to help individuals and families take control of their resources. One-hour sessions.

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.

Job Club: Presented by Myron Daubert & Dena Quinn. Get together with fellow job seekers and chat about a topic facilitated by Myron Daubert, the Job Service Career Counselor.

Job Seekers Retreat: Re-Energize, Re-Organize and Reflect!: Presented by Myron Daubert. 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.

Key Train Pretests or Personality Assessment 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. Or, take a personality test to find job fits through taking a personality assessment.

Mock Interviewing: Bring in a job posting and your resume and schedule a practice interview! Staff will provide feedback to help enhance your interviewing skills. Appointments are scheduled in one-hour time slots. Please contact Dena @ (608) 789-5651 to schedule a time or email DenaL.Quinn@dwd.wisconsin.gov

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

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.

Recruitments, Job Fairs & Hiring Events: Great opportunities to learn about a range of possible jobs and network with recruiters to get your foot in the door! Be prepared for a miniature interview session and dress to impress. View online at: <http://wisconsinjobcenter.org/jobfairs/>

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.

Resume Review: Will not be offered throughout the Summer months. Will resume again in September—watch the calendar!

Transferrable Skills: Presented by Annie Allen-Wyman. Transferrable skills can be used in any occupation. These skills may be mastery of a machine or a manufacturing process, or proven competency as a leader or trainer. In this workshop, we identify your transferrable skills and learn how to demonstrate them in today’s dynamic job market.

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