

Workforce Development Center
Western Wisconsin



January

<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.

A proud partner of the American Job Center® network

Mon	Tue	Wed	Thu	Fri
1 OFFICES CLOSED Happy New Year!	2 Jump Start Your Job Search 10:30am-11:30am	3 Resume 9:00am-10:00am Kelly Services Onsite Recruitment 11:00am-1:00pm Basic Computer Skills 1:00pm-2:30pm	4	5 Job Club Overview of Dept. of Vocational Rehabilitation w/Speaker Kathy Massa-VR Supervisor 1:00pm - 2:30pm
8 LinkedIn—Starting An Account 1:00pm-2:00pm LinkedIn Building Skills/Endorsements/ Recommendations—2:00pm-4:00pm Resume Review 2:00pm-4:00pm	9 Ashley Furniture Onsite Recruitment 10:00am-12:00pm Dos and Don'ts for Applications 1:30pm-2:30pm	10 Interviewing 9:00am-10:00am Financial Coaching 10:30am - 4:30pm Kelly Services Onsite Recruitment 11:00am-1:00pm	11 Basic Computer Skills 1:00pm-2:30pm	12 Job Club Wisonomy: Labor Market Information Guest speaker Bill Brockmiller 1:00pm - 2:30pm
15	16	17 Basic Computer Skills 9:00am-10:30am Resume Review 9:00am-11:00am	18 Mini Job Fair 11:30am-1:30pm Job Seekers Retreat 1:00pm-3:00pm	19 Job Club Coping With Job Loss Guest Speaker Counselor Maria Strong 1:00pm - 2:30pm
22 Key Train Pretest Workshop 9:30am-11:00am Career Cruising Assessment 12:30pm-1:30pm Personality Test Workshop 1:45pm-2:15pm Ability Profiler 2:30pm-4:00pm	23 Jump Start Your Job Search 10:30am-11:30am	24 Financial Coaching 8:00am - 4:30pm Basic Computer Skills 9:00am-10:30am Ashley Furniture Onsite Recruitment 10:00am-12:00pm Transferable Skills 10:30am-11:30am	25 Resume Review 2:00pm-4:00pm Walk Through Western 2:30pm-3:30pm	26 Generational Differences in the Workplace 10:30am-11:30am Job Club—Stress Relief 1:00pm-2:30pm
29	30 Resume Review 9:00am-11:00am Strategies for the 40+ Job Seeker 10:30am-11:30am	31 Networking 9:00am-10:00am Basic Computer Skills 1:00pm-2:30pm	Mock Interviewing! Call Dena Quinn (608) 789-5651 To schedule a time to participate in a mock interview	

Register at the Workforce Development Center Help Desk or call (608) 789-5627.

The Western Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please contact Julie Mitchell, 608-789-4584, mitchellj@westernwdb.org or Wisconsin Relay 711.

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.

Dos and Don'ts For Applications: Applications are legal documents and whether they are on paper or online they reveal something about your previous work experience and your employability skills. We will talk about what sort of information is usually on application forms and learn some tips for doing them right – so you will get that job! Presented by Annie Allen-Wyman

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 Test: Facilitated by Myron Daubert. Take Key Train assessments to identify skill strengths or to qualify for taking the WorkKey exam to earn your NCRC Certificate. Or, take a personality test to find job fits through taking a personality assessment.

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.

Résumé: 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.

Transferable 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.

Walk Through Western: Western Technical College staff will "walk through" the school's website, showing how to apply, look at programs and courses and register for classes. This month's theme is "Sales and Customer Service" and you will explore “career pathways” that fit school into a busy life!

Generational Differences in the Workplace: You may work for a younger boss, or train someone older than you. There are more generations in the workplace than ever, and there are generational differences in work ethic, people-skills, communication styles, and work-life balance. What are the benefits and challenges of the multigenerational workplace? Presented by Annie Allen-Wyman

Mock Interviewing: Please contact Dena at (608)789-5651 to schedule your appt. Email your current resume as well as a job posting you're interested in to DenaL.Quinn@dwd.wisconsin.gov, prior to your scheduled time. Mock interviews are scheduled in one-hour increments to provide feedback and enhance your interviewing skills.

Strategies for the 40+ Job Seeker: Older workers are a growing pool of untapped resources for employers in this labor market because of their experience, skill and work ethic. Your job search may require some special strategies! Join the discussion about where to find jobs, writing great cover letters and resumes and the best answers at the interview. Presented by Annie Allen-Wyman

Resume Review: Bring your resume and/or cover letter, and Job Service staff will help you make improvements to best market your experience, skills, and accomplishments to potential employers. Resume and cover letter reviews are scheduled for 30 minute appointments.

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