

TOMAH JOB CENTER

JANUARY 2018

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

Monday	Tuesday	Wednesday	Thursday	Friday
1 OFFICES CLOSED <i>Happy New Year!</i>	2 Resume Writing <i>9:00 am – 10:00 am</i>	3	4	5
8	9 Interviewing <i>1:30 pm-2:30 pm</i>	10 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	11 Meet with Career Counselor for Assessments and/or Career Development <i>9:00 am 10:00 am or 11:00 am</i>	12
15 For information on the National Career Readiness Certificate Call Your Local Job Center OR The Job Service Call Center 888 258 9966	16 Basic Computer Skills Course <i>9:00am-11:00am</i>	17 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	18	19
22	23 Networking <i>2:30pm-3:30pm</i>	24 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>	25	26
29	30 Do's and Don'ts of Applications <i>9:00am-10:00am</i>	31 Vern Tranberg Veterans' Employment Representative <i>1:00 pm – 4:00 pm</i>		



A proud partner of the [americanjobcenter](#) network

Please register in person at the Tomah Job Center Front Desk or call 608.374.7740

http://www.wisconsinjobcenter.org/directory/tomah_workshops.pdf
Events Subject to Change Without Notice

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.

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

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.

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.

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, and the appropriate follow up to the interview.

Networking

In this workshop you will develop a draft elevator speech and be provided ideas of places and people to network your new speech with.

Do's and Don'ts of 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!

Online Workshops!

Log on to jobcenterofwisconsin.com—click “Online Workshops” from the blue bar on the top of the page—select your topic!

Topics include: Networking, Job Searching Technology, Resume and Job Application, Interviewing, & Your Workplace Skills

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.