


# The Workshop **CIRCUIT** in Macomb/St. Clair

Call To **RESERVE** Your Spot Today!

**Clinton Township: 586-466-8723**  
**Port Huron: 810-966-3302**  
**Mt. Clemens: 586-783-8700**

**Roseville: 586-447-9200**  
**Warren: 586-574-2170**

**September 2016**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Comments from OUR Workshop Attendees:</i>			1 Interviewing 9:00-12:00 Interviewing 1:30-4:30 Interviewing 1:30-4:30	2 Computers Don't Byte 9:00-12:00 Computers Don't Byte 1:30-4:30
5 <b>OFFICE CLOSED</b> 	6 Prof Resume 1 9:00-12:00 Prof Resume 1 1:30-4:30 Prof Resume 1 1:30-4:30 Prof Resume 2 9:00-12:00 Prof Resume 2 1:30-4:30 Competitive Edge 9:00-12:00	7 Cover Letter 9:00-12:00 Cover Letter 9:00-12:00 Cover Letter 1:30-4:30 Talent Connect 1:30-4:30	8 Social Media 9:00-12:00 Social Media 1:30-4:30 Social Media 1:30-4:30 Social Media 1:30-4:30	9 Computers Don't Byte 9:00-12:00 Computers Don't Byte 9:00-12:00 Computers Don't Byte 1:30-4:30 Job Fair Boot Camp 9:00-12:00 Job Fair Boot Camp 1:30-4:30
12 <i>"Learning more about what a resume is and how it can be used effectively was very helpful"</i>	13 Prof Resume 2 9:00-12:00 Prof Resume 2 1:30-4:30 Prof Resume 2 1:30-4:30 Prof Resume 1 9:00-12:00 Prof Resume 1 1:30-4:30	14 Competitive Edge 9:00-12:00 Competitive Edge 1:30-4:30 Talent Connect 9:00-12:00	15 Job Search 9:00-12:00 Job Search 1:30-4:30 Interviewing 9:00-12:00 Interviewing 1:30-4:30	16 Job Fair Boot Camp 9:00-12:00 Job Fair Boot Camp 1:30-4:30 Job Fair Boot Camp 1:30-4:30 Computers Don't Byte 9:00-12:00 Computers Don't Byte 1:30-4:30
19 <i>"Attending the workshop was a very comfortable and positive experience"</i>	20 Prof Resume 1 9:00-12:00 Prof Resume 1 1:30-4:30 Prof Resume 1 1:30-4:30 Prof Resume 2 9:00-12:00 Prof Resume 2 1:30-4:30 Cover Letter 1:30-4:30	21 Cover Letter 9:00-12:00 Cover Letter 1:30-4:30 Talent Connect 9:00-12:00 Talent Connect 9:00-12:00 Talent Connect 1:30-4:30 Social Media 1:30-4:30	22 Job Search 9:00-12:00 Job Search 1:30-4:30 Job Search 1:30-4:30 Interviewing 9:00-12:00 Interviewing 1:30-4:30	23 Computers Don't Byte 9:00-12:00 Computers Don't Byte 9:00-12:00 Computers Don't Byte 1:30-4:30
26 <i>"Jacki and Angela were great, I learned so much and look forward to the next workshop"</i>	27 Prof Resume 2 9:00-12:00 Prof Resume 2 1:30-4:30 Prof Resume 2 1:30-4:30 Prof Resume 1 1:30-4:30 Prof Resume 1 9:00-12:00	28 Cover Letter 9:00-12:00 Competitive Edge 9:00-12:00 Competitive Edge 1:30-4:30	29	30

**NOTES:**

Professional Resume Part 2 is attended by invitation only.

Peer Solutions, a series of 4 workshops, is scheduled through your local Michigan Works! Service Center.

**LEGEND:**

Clinton Township Service Center Workshop  
Mt. Clemens Service Center Workshop  
Port Huron Service Center Workshop  
Roseville Service Center Workshop  
Warren Service Center Workshop



A private-public partnership administered locally by the Macomb/St. Clair Workforce Development Board



# Completing the Workshop **CIRCUIT** in Macomb/St. Clair



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Macomb/St. Clair Workforce Development Board*

**ACE The Interview:** Be in command of the interview process by understanding types of interviews and expected behaviors as well as pre-interview preparation, interview and post interview skills.

**Competitive Edge:** Champion the art of interpersonal skills to enhance interviewing techniques, increase job security and improve your opportunity for career advancement.

**Computers Don't "BYTE":** If you have little or no computer skills this may be the seminar for you. Join us for an overview of using a desktop computer where you will learn terminology and basic functions of the computer.

**Cover Letters - Mastering the Job Search:** Improve your ability to write an outstanding cover and thank you letter that will motivate the employer to contact you for an interview!!!

**Pure Michigan Talent Connect:** Understand how an electronic resume differs from a professional resume and make the most of an online resume service, such as Talent Connect. **{formerly known as Electronic Resume}**

**Job Fair Boot Camp:** This seminar indoctrinates and teaches the attendee how to strategically prepare for and interact with employer representatives, increasing the probability of an interview with the companies of interest.

**Job Search - Career Solutions:** Discover new job search trends and learn how to get in touch with the right people to make a lasting impression. Master effective employment seeking skills to give you the edge you need to entice employers.

**Peer Solutions Job Club (Four-Part Series):** Join a group of peers and discuss employment trends while empowering one another toward gainful employment. If you're interested in joining the solution, please contact your local Michigan Works! Service Center for more details.

**Professional Resume - The Power Behind the Words (Two-Part Series):** Gain the knowledge and ability to improve the writing of your professional resume, while understanding the relevance of various formats.

**Social Media - Revolutionizing your Network:** Understand the importance of the modern approach to networking and how social media can improve your employment search.



Macomb/St. Clair Michigan Works



Macomb/St. Clair Michigan Works!



MIWorksMSC

[www.macomb-stclairworks.org](http://www.macomb-stclairworks.org)

### **Clinton Township**

43630 Hayes Suite 100  
Clinton Township, MI 48038

### **Mt. Clemens**

75 North River Road  
Mount Clemens, MI 48043

### **Port Huron**

100 McMorran 6<sup>th</sup> Floor  
Port Huron, MI 48060

### **Roseville**

15950 Twelve Mile Road  
Roseville, MI 48066

### **Warren**

27850 Van Dyke  
Warren, MI 48093