



March 2010

La Crosse County Job Center Calendar

402 N. 8th Street, La Crosse, WI 54601
 (608) 789-5627
 Hours: Monday, Tuesday, Thursday, Friday –
 8:00 a.m. – 4:30 p.m.
 Wednesday – 7:30 a.m. – 4:30 p.m.

*******REGISTRATION is required for all Job Center events *******

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Job Seekers' Network 10:00 a.m. – 11:30 a.m. "Generational Differences Barb Larsen, Business Ed. Instructor at WTC"	2 Job Center of Wisconsin Computer Basics I 10:00 a.m. – 11:30 a.m. Jump Start Your Job Search! 1:00 p.m. – 3:00 p.m.	3 Basic Resume Writing 9:00 a.m. – 12:00 p.m.	4 Job Center of Wisconsin Computer Basics II 10:00 a.m. – 11:30 a.m.	5
8 Job Seekers' Network 10:00 a.m. – 11:30 a.m. "Speaker from Kwik Trip"	9 Job Center of Wisconsin Computer Basics I 10:00 a.m. – 11:30 a.m. Jump Start Your Job Search! 1:00 p.m. – 3:00 p.m.	10 Job Seeking 9:00 a.m. – 12:00 p.m.	11 Job Center of Wisconsin Computer Basics II 10:00 a.m. – 11:30 a.m.	12 Intro to WISCareers 9:15 a.m. – 11:15 a.m. To be held at the La Crosse Public Library
15 Constructing Opportunities Informational Meeting 10:00 a.m. Job Seekers' Network 10:00 a.m. – 11:30 a.m.	16 Job Center of Wisconsin Computer Basics I 10:00 a.m. – 11:30 a.m. Jump Start Your Job Search! 1:00 p.m. – 3:00 p.m.	17 Constructing Opportunities Informational Meeting 10:00 a.m. & 1:00 p.m. Advanced Resume Writing 9:00a.m.-12:00p.m.	18 Job Center of Wisconsin Computer Basics II 10:00 a.m. – 11:30 a.m.	19 Need some basic Computer, Word or Excel skills? Ask the Help Desk for Details!
22 Career Fair Confidence 9:00 a.m. – Noon Job Seekers' Network 10:00 a.m. – 11:30 a.m. "Speaker from Globe University"	23 Job Center of Wisconsin Computer Basics I 10:00 a.m. – 11:30 a.m. Jump Start Your Job Search! 1:00 p.m. – 3:00 p.m.	24 Interviewing 9:00 a.m. – 12:00 p.m.	25 Job Center of Wisconsin Computer Basics II 10:00 a.m. – 11:30 a.m.	→ See descriptions of workshops on REVERSE SIDE
29 Job Seekers' Network 10:00 a.m. – 11:30 a.m. "Speaker from City Brewery"	30 Career Fair 2010 Lunda Center 10:00 a.m. – 4:00 p.m.	31 Jump Start Your Job Search! 1:00 p.m. – 3:00 p.m.		 Questions? Ask the Help Desk! (608) 789-5627

*******REGISTRATION is required for all Job Center Events: register in person at the La Crosse Job Center Help Desk; call 608-789-5627; or email lacrossejobcenter@workforceconnections.org**

Job Center Workshop/Training Descriptions

Jump Start Your Job Search!

Getting a job isn't always easy – we can help! Whether you're just starting your job search, or have been looking for a while, attend this workshop to ***Jump Start Your Job Search!*** Learn ***Job Search Basics*** and ***connect to Job Center Programs and services*** that provide support and assistance in ***career planning, job search, and training.*** After completing the workshop, participants will have an opportunity to ***schedule an appointment*** to meet with a WIA Employment Coordinator for an individual assessment.

Job Seeking

Identify your dream job through career exploration and planning. Learn to match your skills and abilities to occupational areas and to utilize local and Internet resources to engage in research and enhance your career opportunities. **Increase the effectiveness of your job search and tap into the “hidden job market”** by learning to employ multiple sources of information to locate and develop job leads, to create a network of contacts, and to arrange and conduct an informational interview. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service

Interviewing

Eliminate those sweaty palms and interview with poise and confidence! Learn to anticipate commonly-asked questions and prepare responses that impress employers, demonstrate the link between your talents and an organization's needs, and effectively convey your skills, achievements and potential. You will also learn to ask appropriate questions during the interview, non-verbally communicate the qualities that employers seek, and follow up after the interview. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service.

Basic Resume Writing

For those with little or no resume writing experience. Learn to develop a professional and visually appealing resume that describes your job-related abilities and accomplishments that communicate your experience and value to potential employers. Pick up great tips on how to choose the best resume format, utilize available software to build and design your resume, properly list your references, and create an effective cover letter. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service

Advanced Resume Writing

For those who wish to improve and update an existing resume. Ensure that your resume powerfully communicates your full range of skills and experience, utilizes active and descriptive language, and impresses the reader with your abilities and accomplishments. Pick up great tips on how to integrate new elements and/or combine resume formats for a more unique appearance, convey your enthusiasm and potential in an effective cover

letter and develop a marketing cover letter. Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service

Job Seekers Network

Network with other job seekers and local business representatives and keep motivated and energized for your job search each week. Share and get tips from each other. All aspects of job search are explored and discussed. Business representatives will come monthly to give you relevant information and tips on going through the ***hiring process*** and discuss ***interviewing AND*** answer your specific questions on any aspect of job search. Facilitated by Kim Knutson and Brady Lowe, Workforce Consultants, Workforce Connections, Inc.

Personality Type and the Work Environment

Gain self knowledge about your unique personality type and how it impacts your career satisfaction and communication style in the work place. Presented by Chris Magnuson, Career Development Facilitator, Workforce Connections, Inc.

JobCenterofWisconsin.com Computer Basics -- I and II

Are you ready to begin a new chapter in your life? Do you want to have access to the largest database of employment opportunities in Wisconsin? We have the workshop for you! Learn the computer basics—from introduction to a mouse to completing your resume on JobCenterofWisconsin.com. This two-part workshop is designed for **small groups and will allow time for individual assistance.** Reservations are required as class sizes are limited. Presented by Linda Euler, Resource Room Staff, WISE Participant

WISCareers

Learn to create your own account in ***WISCareers*** and take advantage of this free resource, where you can complete career assessments, research occupational and educational options, create a resume and cover letter, and use other valuable life planning tools. **These seminars are held at the La Crosse Public Library** and presented by William Toogood, Career Counselor, La Crosse Job Service

Career Fair Confidence

Make the most of Spring Career Fair 2010 which will be held on March 30th at the Lunda Center on the Western Technical campus. Learn to develop a plan to impress potential employers, sell your experience, and ask the right questions, and follow-up to show your interest. ***Be prepared*** and ***be on your way to landing a job*** that you love! Presented by Kathleen Olson, Employment and Training Specialist, La Crosse Job Service