

Workforce Development Center  
Western Wisconsin



# DECEMBER 2016

<https://jobcenterofwisconsin.com>






[www.westernwdb.org](http://www.westernwdb.org)

<https://dwd.wisconsin.gov>

[www.workforceconnections.org](http://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.

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><i>WorkKeys Testing for the NCRC offered 2 times a month</i></p>  <p>(See Description on Back)</p>		<p><b>Nov. 30</b></p> <p><b>Résumé</b> 9:00 am – 10:30 am</p> <p> <b>Financial Coaching</b> 8:00 am – 4:30 pm</p>	<p><b>1</b></p> <p><b>Resume Review</b> 1:00 pm – 4:30 pm</p>	<p><b>2</b></p> <p><b>Basic Computer Skills Workshop</b> 9:00 am - 10:30 am</p> <p><b>Job Club: Mini-Retreat</b> 1:00 pm – 2:30 pm</p>
<p><b>5</b></p> <p><b>Key Train Assessment Lab</b> 9:00 am – 10:30 am <b>Career Cruising Assessment</b> 12:30 pm – 1:45 pm <b>Ability Profiler or Personality Test</b> 2:45 pm – 4:00 pm</p>	<p><b>6</b></p> <p><b>Jump Start Your Job Search!</b> 10:30 am – 11:30 am</p> <p><b>Basic Computer Skills Workshop</b> 2:00 pm - 3:30 pm</p>	<p><b>7</b></p> <p> <b>Financial Coaching</b> 8:00 am – 4:30 pm</p> <p><b>Leadership Training Opportunities</b> 1:30 pm – 2:30 pm</p>	<p><b>8</b></p>	<p><b>9</b></p> <p><b>Basic Computer Skills Workshop</b> 9:00 am - 10:30 am</p> <p><b>Job Club: Additional Useful Career Development Websites</b> 1:00 pm – 2:30 pm</p>
<p><b>12</b></p> <p><b>LinkedIn Profile Building</b> 1:00 pm – 4:00 pm</p>	<p><b>13</b></p> <p><b>Mock Interviewing</b> 9:00 am – 11:00 am</p>	<p><b>14</b></p> <p><b>Basics of Using USB Drives</b> 1:30 pm – 2:30 pm</p> <p><b>Interviewing</b> 9:00 am – 10:30 am</p>	<p><b>15</b></p> <p><b>Resume Review</b> 1:00 pm – 4:30 pm</p>	<p><b>16</b></p> <p><b>Basic Computer Skills Workshop</b> 9:00 am - 10:30 am</p> <p><b>Job Club: Be Happy – Be Successful</b> 1:00 pm – 2:30 pm</p>
<p><b>19</b></p> <p><b>Key Train Assessment Lab</b> 9:00 am – 10:30 am <b>Career Cruising Assessment</b> 12:30 pm – 1:45 pm <b>Ability Profiler or Personality Test</b> 2:45 pm – 4:00 pm</p>	<p><b>20</b></p> <p><b>Jump Start Your Job Search!</b> 10:30 am – 11:30 am</p> <p><b>Basic Computer Skills Workshop</b> 2:00 pm - 3:30 pm</p>	<p><b>21</b></p> <p><b>Pitching Your Elevator Speech While Networking</b> 2:30 pm - 3:30 pm</p>	<p><b>22</b></p> <p> <b>Financial Coaching</b> 8:00 am – 4:30 pm</p> <p><b>Job Seekers Retreat</b> 1:00 pm – 4:00 pm</p>	<p><b>23</b></p> <p><b>Basic Computer Skills Workshop</b> 9:00 am - 10:30 am</p>
<p><b>26</b></p> <p><i>We will be closed for the Holiday.</i></p> 	<p><b>27</b></p> <p><b>Mock Interviewing</b> 9:00 am – 11:00 am</p> <p><b>Basic Computer Skills Workshop</b> 2:00 pm - 3:30 pm</p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p> <p><b>Basic Computer Skills Workshop</b> 9:00 am - 10:30 am</p> <p><b>Job Club: Low Tech Assessments to Find Job Fits</b> 1:00 pm – 2:30 pm</p>

Register at the Workforce Development Center Help Desk or call 608-789-5627 or email [lacrossejobcenter@workforceconnections.org](mailto: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 either an ability assessment that is a part of Career Cruising, or a personality assessment. Each assessment can assist in guiding you in your next career direction.

**Basic Computer Skills:** Presented by WTC. 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.

**Basics of Using USB Drives:** USB Drives are portable devices used to store electronic files that can then be accessed by plugging the device into any computer. Learn more about USB Drives and how to use them safely and effectively to store and use your important documents.

**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. 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 Assessment Lab:** 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. Also available on Key Train are options to learn about other careers, build soft skills, or develop job/career search skills.

**Leadership Training Opportunities:** Gretchen Heilman from Western Technical College will present information about Supervisory Management. This flexible evening and online career pathway program is designed to give adult students the skills you need and credit for what you already know.

**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.

**Mock Interviewing:** **Bring in a job posting and your resume** to do a practice interview. Staff will provide feedback to help improve and enhance your interviewing skills. (One-hour appointment times available). Presented by Siranda Swiergosz.

**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.



**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:** 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 appropriate resume type for you and begin to develop your resume.

**Resume Review:** Presented by Bob Davis. Bring your resume and/or cover letter(s) in and staff will help you to improve and enhance it. (Resume & cover letter reviews by 30 minute appointment times).



**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](http://jobcenterofwisconsin.com) – click “Online Workshops” from the blue bar on the top of the page – select topic of choice!

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