

Job Center of WI Overview and Resume Writing (Tues)				
English				
11/7, 9:00-11:00	11/14, 1:30-3:30	11/21, 1:30-3:30	11/28, 1:30-3:30	
Spanish				
11/7, 1:30-3:30		11/21, 9:00-11:00		
Resume Builder (Tues and Fri)				
11/3, 1:30-3:30	11/10, 9:00-11:00	11/14, 1:30-3:30	11/17, 1:30-3:30	11/28, 9:00-11:00
Interviewing (Tues)				
11/7, 9:00-11:00	11/14, 1:30-3:30	11/21, 1:30-3:30	11/28, 9:00-11:00	

Welcome to the 21st Century- Computer and Internet Basics (Thur)	
11/2, 1:30-3:30	11/16, 9:00-11:00
Microsoft Word (Thur)	
11/9, 9:00-11:00	11/30, 1:30-3:30
Everything Google (Weds)	
11/1, 1:30-3:30	11/29, 1:30-3:30
LinkedIn (Weds)	
11/29, 9:00-11:00	

Professional Communication (Mon)	
11/13, 1:30-3:30	
How to Deal with Conflict (Mon)	
11/13, 9:00-11:00	11/20, 9:00-11:00
Soft Skills (Mon)	
11/6, 1:30-3:30	11/27, 1:30-3:30
Skill Exploring (Mon)	
11/13, 9:00-11:00	11/27, 9:00-11:00
Choice, Change and Adjustment (Thur)	
11/9, 1:30-3:30	

Job Search for the Older Worker (55+) (Thur)	
11/2, 9:00-11:00	11/16, 1:30-3:30
Smart Job Search (Mon)	
11/6, 1:30-3:30	11/20, 9:00-11:00
Re-Entry (Mon)	
11/13, 1:30-3:30	
Purpose and the Veteran Job Search (Mon)	
11/20, 1:30-3:30	
Job Fair Preparation (Wed)	
11/10, 9:00-11:00	
Professional Writing for Your Job Search (Mon) (NEW)	
11/6, 9:00-11:00	11/20, 1:30-3:30

Hiring Events – All Industries- Staffing Agencies
11/30, 12:00-3:00
National Career Readiness Certificate
11/21, 8:30-12:30
City of Madison Dept. of Civil Rights EO Division
First Friday of Every Month: 11/6, 10:00-11:30 – Rotating Topic
Starting your Own Business
First Wednesday of Every Month: 11/1, 9:30-11:30
Careers in the Trades
Second Tuesday of Every Month: 11/14, 2:00 – 3:30
How to apply for a State of Wisconsin Job
Quarterly 9:00-11:00: 11/4
Open Lab – UI Assistance, Practice Key Train, Complete Assessments, etc.
Monday- 11/6, 11/13, 11/20 and 11/27 from 8:00-11:00

DANE COUNTY JOB CENTER

1819 Aberg Avenue Madison, WI 53704 608-242-4900
Hours: 7:45 am to 4:30 pm MONDAY through FRIDAY

For more Information or to register to attend please stop by the Resource Room Desk or Call 608-242-4900 Option 2

***Any accommodations need to be pre-arranged ***

10/23/2017