

Job Search Fundamentals

Job Center of WI Overview and Resume Writing (Tues)				
English				
12/5, 1:30-3:30	12/8, 9:00-11:00	12/12, 9:00-11:00	12/19, 1:30-3:30	12/22, 9:00-11:00
Spanish				
12/8, 1:30-3:30				
Resume Builder (Tues and Fri)				
12/5, 1:30-3:30	12/12, 9:00-11:00	12/15, 9:00-11:00	12/19, 9:00-11:00	12/22, 1:30-3:30
Interviewing (Tues)				
12/5, 9:00-11:00	12/12, 1:30-3:30	12/15, 1:30-3:30	12/19, 1:30-3:30	12/26, 1:30-3:30

Computers in the Workplace

Welcome to the 21st Century- Computer and Internet Basics (Thur)	
12/14, 9:00-11:00	
Microsoft Word (Thur)	
12/7, 9:00-11:00	12/21, 1:30-3:30
Everything Google (Weds)	
12/13, 9:00-11:00	12/27, 1:30-3:30
LinkedIn (Weds)	
12/13, 1:30-3:30	12/27, 9:00-11:00

Standing Out from the Crowd

Professional Communication (Mon)	
12/11, 1:30-3:30	12/18, 1:30-3:30
How to Deal with Conflict (Mon)	
12/11, 9:00-11:00	
Soft Skills (Mon)	
12/18, 9:00-11:00	
Skill Exploring (Mon)	
12/11, 9:00-11:00	12/18, 1:30-3:30
Choice, Change and Adjustment (Thur)	
12/7, 1:30-3:30	12/21, 9:00-11:00

Job Search for the Older Worker (55+) (Thur)

12/7, 9:00-11:00

12/14, 1:30-3:30

12/28, 9:00-11:00

Smart Job Search (Mon)

12/18, 9:00-11:00

Re-Entry (Mon)

12/11, 1:30-3:30

Purpose and the Veteran Job Search (Tue)

12/19, 1:30-3:30

Job Fair Preparation

12/6, 9:00-11:00

12/20, 9:00-11:00

Professional Writing for Your Job Search (Mon) (NEW)

12/4, 1:30-3:30

12/18, 1:30-3:30

Hiring Events –

No Hiring Event

National Career Readiness Certificate

12/19, 8:30-12:30

City of Madison Dept. of Civil Rights EO Division

First Friday of Every Month: 12/1, 10:00-11:30 – Rotating Topic

Starting your Own Business

First Wednesday of Every Month: 12/6, 9:30-11:30

Careers in the Trades

Second Tuesday of Every Month: 12/12, 2:00 – 3:30

How to apply for a State of Wisconsin Job

Quarterly 9:00-11:00: TBA

Open Lab – UI Assistance, Practice Key Train, Complete Assessments, etc.

Monday- 12/4, 12/11, and 12/18 from 8:00-11:00

DANE COUNTY JOB CENTER1819 Aberg Avenue Madison, WI 53704 608-242-4900
Hours: 7:45 am to 4:30 pm MONDAY through FRIDAYFor 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