

Job Search Fundamentals

Computers in the Workplace

Standing Out from the Crowd

Job Center of WI Overview and Resume Writing (Tues)				
English				
02/06, 9:00-11:00	02/13, 1:30-3:30	02/20, 9:00-11:00	02/27, 1:30-3:30	
Spanish				
02/13, 1:30-3:30		02/27, 9:00-11:00		
Resume Builder (Tues and Fri)				
02/09, 1:30-3:30	02/13, 1:30-3:30	02/23, 9:00-11:00	02/27, 9:00-11:00	
Interviewing (Tues)				
02/06, 9:00-11:00	02/13, 1:30-3:30	02/20, 9:00-11:00	02/27, 1:30-3:30	

Welcome to the 21st Century- Computer and Internet Basics (Thur)	
02/08, 9:00-11:00	02/22, 1:30-3:30
Microsoft Word (Thur)	
02/01, 9:00-11:00	02/15, 1:30-3:30
Everything Google (Weds)	
02/07, 9:00-11:00	02/21, 1:30-3:30
LinkedIn (Weds)	
02/07, 1:30-3:30	02/21, 9:00-11:00

Professional Communication (Mon)	
02/05, 1:30-3:30	02/19, 9:00-11:00
How to Deal with Conflict (Mon)	
02/05, 9:00-11:00	02/19, 1:30-3:30
Soft Skills (Mon)	
02/12 1:30-3:30	02/26, 9:00-11:00
Skill Exploring (Mon)	
02/05, 9:00-11:00	02/19, 1:30-3:30
Choice, Change and Adjustment (Thur)	
02/01, 1:30-3:30	

Job Search for the Older Worker (55+) (Thur)			
02/08, 1:30-3:30		02/22, 9:00-11:00	
Smart Job Search (Mon)			
02/12, 1:30-3:30		02/26, 9:00-11:00	
Re-Entry (Mon)			
02/12, 9:00-11:00			
Purpose and the Veteran Job Search (Mon)			
02/20, 9:00-11:00			
Job Fair Preparation (Weds)			
02/14, 9:00-11:00	02/21, 9:00-11:00	02/28, 9:00-11:00	
Professional Writing for Your Job Search (Mon)			
02/12, 9:00-11:00		02/26, 1:30-3:30	

Hiring Events – Open to All Industries
02/21, 1:00-3:00
National Career Readiness Certificate
02/20, 8:30-12:30
City of Madison Dept. of Civil Rights EO Division
First Friday of Every Month: 02/02, 10:00-11:30 – Topic: Job Skills Bank
Starting your Own Business
First Wednesday of Every Month: 02/07 9:30-12:00
Careers in the Trades
Second Tuesday of Every Month: 02/13, 2:00 – 3:30
How to apply for a State of Wisconsin Job
Quarterly 9:00-11:00: 02/02
Open Lab – UI Assistance, Practice Key Train, Complete Assessments, etc.
Mondays- 02/05, 02/12, 02/19 and 02/26 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 ***

01/12/2018