

CAREER CENTER CALENDAR - 9301 Michigan Ave., Detroit, MI 48210

March 2024 313-962-WORK (9675) | DetroitAtWork.com

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
February 28	February 27	February 28	February 29	1
9:00 AM CASAS ** 10:00 AM Ethics & Job Retention 11:00 AM Dress for Success 12:00 PM Online Applications 12:00 Intro to Services** 2:00 PM Interview skills	9:00 AM Intro to Services** 1:00 PM CASAS **	9:00 AM Intro to Services** 10:00 AM SMART Goals & Employability Skills 1:30 PM Career Exploration** 3:30PM Resume Workshop**	10:00 AM Intro to Computers** 11:00 PM Job Seeker Portal** 12:00 PM Emails/Attachments ** 12:00 Intro to Services** 3:30 PM CASAS **	9:00 AM Intro to Services** 9:00 AM CASAS** 1:00 PM TWE Supportive Services & Job Search
4	5	6	7	8
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11	12	13	14	15
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18	19	20	21	22
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25	26	27	28	29
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Introduction to Services and Recruitment Events:

Monday Check-in: 11:45 AM / Event: 12:00 PM
 Tuesday Check-in: 8:45 AM / Event: 9:00 AM
 Wednesday Check-in: 8:45 AM / Event: 9:00 AM
 Thursday Check-in: 11:45 AM / Event: 12:00 PM
 Friday Check-in: 8:45 AM / Event: 9:00 AM

Workshops are conducted virtually through Zoom video chat. To sign up, please visit: <https://detroitatwork.com/events/workshops-classes>
**** Resume Writing, Career Exploration Workshops, and CASAS Testing are offered in-person. Virtual option available upon request.**
 For any questions or help accessing workshops, call (313) 962-WORK Ext. 4300 or email rismith@detroitatwork.com.

Traducción de currículum al español con cita solamente.
*Note: Jobseeker workshops are free and open to all. Participation is first come, first served. Days and times are subject to change without notice. **Some seat availability restrictions may apply.***

Introduction to Services* (1 hour)

Brief introduction to Center's services for first-time customers and their enrollment with the system.

CASAS (Appointment Only – 3 hours): Online test assesses English and Math skills. You will be provided with personalized feedback to help you understand – and apply – the results to your future plans.

Work Keys (Appointment Only – 3 hours): Assessments measure the workplace skills that can affect job performance. Successful completers can earn a National Career Readiness Certification (NCRC). Testing is done by appointment ONLY.

****Note:** Please arrive 15 minutes prior to assessment time.

Financial Education (1 hour)

Provides education on several financial topics such as: financial institutions, budgeting, saving, debt reduction, and credit. The Financial Coach offers tips on budgeting, ways to increase income/ decrease spending, and build savings.

Dress for Success (1 hour)

The way you present yourself to employers is important. Learn how to present yourself professionally and with confidence.

Job Search (1 hour)

Searching for a new job can be hard. Learn how to navigate online job search effectively. You will also learn how to create an MI Talent profile to access and search for jobs and other useful things.

Job Seeker Portal In-Person (1 hour)

Learn how to navigate the Detroit at Work (DAW) webpage. Learn how to: create, access, edit your DAW account, and learn about events and training offered through DAW.

Intro to Computers In-Person (1 hour)

Learn how to navigate computers, search the internet, and send emails.

Emails & Attachments In-Person (1 hour)

Get help in creating your own free email account and learn how to do things like send and receive emails, send attachments, and compose job search emails.

Employability Skills & SMART Goal Writing (1 hour)

Prepare the participants to develop the skills they need to get a job, succeed in the workplace, and advance in their career increasing participant's ability to obtain employment Ready to meet your goals? Develop an action plan to set both long- and short-term goals using the SMART Goal method. Learn how to understand and apply valuable professional conduct behaviors that will help you obtain and maintain employment.

Intro. to Interviewing (1 hour)

Series of tips to improve your skills during interviews. Learn techniques that will turn your natural nervousness into confidence. Gain knowledge on how to answer interview questions with the latest interviewing methods.

Resume Writing In-Person (1 hour)

Tired of sending your resume with no response? Learn how to create a resume that provides accurate and needed information in a recognized format. Review resume basics for an hour and then apply this knowledge to create your own resume with hands-on staff assistance and support.

Career Exploration Workshop In-Person (2 hours)

Career Exploration Workshop Series, we will explore your personal career interests, values, and skills to help you decide exactly what jobs are best for you and how to get there.

Online Applications In-Person (1 hour)

Avoid pitfalls and feel comfortable navigating job boards and company websites when applying for jobs electronically. Participants must have an email address and a resume in electronic format.

Work Ethics & Job Retention Essentials (1 hour)

Finding a job is the first step. Keeping that job and advancing are the next steps. Learn what employers want and apply these to your current or future job.

Supportive Services (1 hour)

Get an overview of some of the amazing opportunities available at Detroit at Work to remove barriers through supportive services that will help through your job search or retention.

Note: If possible, we recommend that you bring a flash drive to workshops to save your work. They are available at any office supply store, drug store, etc. Inexpensive flash drives work as well as more expensive

Please see the list below of acceptable documents for registration.

Proof of Age

Please bring in one from the list below

- Birth Certificate
- Driver's License
- State Identification
- Official Government ID (preferred document)

Proof of Right to Work in the U.S.

Please bring in one from the list below

- Social Security Card (preferred document)
- Birth Certificate
- Alien Registration Card (I-94)
- Naturalization Certificate
- Resident Alien Card
- Passport

Proof of Michigan Residency

Please bring in one from the list below

- Driver's License/State ID
- Utility Bill (with name and address)
- Rent Receipts (with name and address)

Dislocated Worker Documents

If you have any of these documents, please bring them

- Unemployment Insurance Records
- Pay Check Stubs
- W-2 and/or tax returns
- Notice of Layoff
- DD214
- Notice of Closure of Plant, Factory, or Business



Proud partner of the
American Job Center network

Detroit at Work Career Centers are operated by Detroit Employment Solutions Corporation, a Michigan Works! Agency. They are located throughout the city of Detroit and provide jobseekers with a wide range of FREE employment services, including job placement, career counseling, workshops, and access to training opportunities. To learn more about how Detroit at

Work can help you find your new career, please visit DetroitAtWork.com.

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