



Administered locally by the
Macomb/St. Clair Workforce Development Board, Inc.

Catalog of Services

Labor Exchange Information - Michigan Talent Bank / Michigan Job Bank
Job Search, Life Skills, Personal Development Seminars • **Career/Skills Assessments** • *Veterans Services* • **Services for Individuals with Disabilities**
• *Youth Programs* • **Welfare-to-Work Programs** • *Career Training Information* • **Employer Services**



Michigan Works services can work for you!

More than 100 Michigan Works Service Centers, located throughout the state of Michigan and in our local Macomb and St. Clair County community offer youth, adults, and the business community customer-friendly, easily accessible services.

If you're looking for your first job or a better job – from entry level, skilled trades to degreed professions

If you're interested in discovering a new career, what training programs are available, where they're available, what financial assistance may be available

If you're a veteran or have a disability and wish to learn about quality specialized services that can help you enter or re-enter the workforce

If you have a good job but want a great job

If you're an employer who needs to access a quality workforce . . .

Welcome to your local Michigan Works system.

We have the programs (most are free) that can help you reach your goals.

Please review what we have to offer.

We look forward to serving you.

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Michigan Talent Bank/ Michigan Job Bank

Description:

Whether you are a degreed professional, skilled tradesperson, or looking for an entry- level job, you can market your skills, abilities, and career goals by posting your resume in Michigan's Talent Bank. Best of all, you can connect directly with employers who have posted jobs in Michigan's Job Bank.

It's free, it's quick, it's easy.

Michigan's Talent Bank allows you to . . .

- post a resume that will market your skills and abilities to employers
- review job openings posted by hundreds of employers in the Michigan Job Bank System

You can access Michigan's Job Bank and Talent Bank from any computer with Internet access.

You may also contact Michigan Works Service Centers in Macomb and St. Clair counties where computers and assistance are available for you to post your resume.

By completing a Michigan's Talent Bank Application, you can speed-up the processing of posting your resume on-line.

About safeguards in the system to protect your privacy. . . .

While no system is 100% safe, steps have been taken to safeguard your privacy and ensure that security measures uphold the integrity of the system.

The USER ID/PIN that you establish as part of the registration process will be required each time you access your resume in the system. This USER ID/PIN is encrypted (scrambled) in the database as a security feature.

Your personal information (name, address, telephone number) and the body of your resume are stored in two separate files within the system.

Your resume will only be available to an employer who is registered in the system and who has been determined by administrators of the system to be a valid employer.

<http://www.michworks.org>

Register today in person, by phone, by fax!



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Michigan Works Service Center Locations:

PH

100 McMorran
6th Floor
Port Huron 48060
(810) 966-3300
fax 966-3337

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75 N. River Road
Mt. Clemens 48043
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(586) 263-1501
fax 286-9517

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(586) 447-9200
fax 447-9238

Resume Foundations

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required.

Description: A resume is your personal “calling card”. Learn how to design a resume that will get read!

What you will learn:

- ◆ Tips on writing an effective resume
- ◆ Different resume formats
- ◆ Style techniques
- ◆ Discussion of required/optional sections of resumes

Textbooks/materials: varied

Michigan Works Service Center Locations/Times:

PH	Monday or Wednesday 8:30 a.m. to 1:00 p.m.	Code: JT1
or	1 st , 2 nd & 4 th Tuesday of the month 9:00 a.m. to 11:00 a.m.	Code: JT5
mc	Monday or Wednesday 8:30 a.m. to 1:00 p.m.	Code: JT1
or	2 nd , & 4 th Wednesday of the month 9:00 a.m. to 11:00 a.m.	Code: JT2
or	1 st Tuesday of the month 2:00 p.m. to 4:00 p.m.	Code: JT2
CT	Monday or Wednesday 8:30 a.m. to 1:00 p.m.	Code: JT1
or	1 st Thursday of the month 10:00 a.m. to noon	Code: JT4
R	Monday or Wednesday 8:30 a.m. to 1:00 p.m.	Code: JT1
or	Monday 1:00 p.m. to 4:00 p.m.	Code: JT3

How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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Employment Applications

Who can register?	Anyone
Prerequisites:	Michigan Talent Bank registration required.
Description:	Filling out job applications can seem tedious. Learn how to pass this first hurdle on your way to the interview.
What you will learn:	<ul style="list-style-type: none">♦ Why employers use applications♦ Tips for completing an application♦ Answering problem questions♦ Simple applications
Textbooks/materials:	Getting the Job You Really Want (Farr)
Michigan Works Service Center Locations/Times:	<i>PH MC CT R</i> Tuesday 12:30 p.m. to 1:30 p.m. Code: JT6 or Friday 12:30 p.m. to 1:30 p.m. Code: JT6
How to register:	Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on last page of this booklet.

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Interviewing Skills

Who can register?	Anyone		
Prerequisites	Michigan Talent Bank registration required.		
Description:	Good for you . . .you got an interview! Learn to avoid the pitfalls of “trick” questions, market yourself, and get the job you want.		
What you will learn:	<ul style="list-style-type: none"> ◆ How to prepare for the interview ◆ Researching the employer ◆ Proper attire and etiquette ◆ Answering tough interview questions ◆ Mock interview and critiques 		
Textbooks/materials:	varied		
Michigan Works Service Center Locations/Times:	PH	Tuesday or Friday 8:30 a.m. to 11:30 a.m.	Code: JT7
	or	2 nd Wednesday of the month 9:00 a.m. to 11:00 a.m.	Code: JT8
	or	4 th Wednesday of the month 1:00 p.m. to 3:00 p.m.	Code: JT8
	ME	Tuesday or Friday 8:30 a.m. to 11:30 a.m.	Code: JT7
	or	3 rd Tuesday of the month 2:00 p.m. to 4:00 p.m.	Code: JT7
	or	1 st Wednesday of the month 2:00 p.m. to 4:00 p.m.	Code: JT7
	ET	Tuesday or Friday 8:30 a.m. to 11:30 a.m.	Code: JT7
	or	3 rd Wednesday of the month 10:00 a.m. to noon	Code: JT10
	R	Tuesday or Friday 8:30 a.m. to 11:30 a.m.	Code: JT7
	or	Thursday 9:00 a.m. to noon	Code: JT9
How to register:	Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.		



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Cover Letters

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required.

Description: A great resume needs a great cover letter. We'll help you create one.

What you will learn:

- ◆ The purpose of a cover letter
- ◆ How cover letters are used
- ◆ A review of sample cover letters
- ◆ Constructing your own cover letter

Textbooks/materials: varied

Michigan Works
Service Center

Locations/Times:

PH	1 st Thursday of the month 9:00 a.m. to 11:00 a.m.	Code: JT14
or	3 rd Thursday of the month 1:00 p.m. to 3:00 p.m.	Code: JT14
CT	2 nd Thursday of the month 10:00 to noon	Code: JT13
R	2 nd Tuesday of the month 2:00 p.m. to 4:00 p.m.	Code: JT12

How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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Job Club

Who can register?	Anyone searching for a new or better job
Prerequisites:	Updating a Resume or Resume Foundations; Employment Applications Brush-Up or Employment Applications Foundations; Interviewing Skills Brush-Up or Interviewing Skills Foundations; Michigan Talent Bank registration required.
Description:	Searching for work is work. Participating in a Job Club can make an employment search less stressful. You'll be surrounded by others like you -- searching for that perfect job and . . . Best of all . . . you'll have professional staff to encourage and advise you along the way.
What you will learn:	<ul style="list-style-type: none"> ♦ Why traditional job search methods aren't effective ♦ The "hidden" job market ♦ Why employers like the "hidden" job market ♦ To identify the jobs you want and the skills you have ♦ The best methods to search for a job ♦ Human relations on the job ♦ Management styles ♦ Getting ahead on the job ♦ Getting along with your colleagues and your supervisor ♦ Making a good first impression
Textbooks/materials:	Two Best Ways to Find a Job (Farr); Job Savvy (Ludden)
Michigan Works Service Center Locations/Times:	<p>PH MC CT R Code: JS1</p> <p>Monday through Wednesday 8:30 a.m. to 10:00 a.m. and other arranged times.</p>
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Job Search

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required. Resume, Employment Applications, Interviewing Seminars suggested.

Description: Searching for work has become “high tech”. This seminar focuses on both the theory of job searching and Internet job search techniques.

What you will learn:

- ♦ Job search web site exploration
- ♦ Job search ideas

Textbooks/materials: varies

Michigan Works
Service Centers

Locations/Times:

PH	2 nd Friday of the month 1:00 p.m. to 3:00 p.m.	
or	4 th Friday of the month 9:00 a.m. to 11:00 a.m.	Code: JS2
ME	4 th Tuesday of the month 2:00 p.m. to 4:00 p.m.	Code: JS5
or	1 st Wednesday of the month 9:00 a.m. to 11:00 a.m.	Code: JS5
ET	4 th Thursday of the month 10:00 to noon	Code: JS5
R	3 rd Tuesday of the month 9:00 a.m. to 11:00 a.m.	Code: JS3

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S E M I N A R S



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Michigan Works Service Center Locations:

Training Options

Who can register? Anyone interested in exploring training options available

Prerequisites: Michigan Talent Bank registration required.

What you will learn: ♦ Training options available including career vocational training, on-the-job training, math and reading brush-up, GED preparation
♦ The benefits of training --- \$\$\$\$
♦ How to take the next step - - assessment/career counseling

Another recommended seminar– *Career Education Consumer Report*, page 9

Textbooks/materials: Powerpoint Presentation

Michigan Works
Service Center
Locations/Times:

PH Monday through Friday
10:00 a.m. to 10:30 a.m.
or 2:00 p.m. to 2:30 p.m. Code: TR01

ME Individually by appointment Code: TR01

ET Monday through Friday
10:00 a.m. to 10:30 a.m.
or 2:00 p.m. to 2:30 p.m. Code: TR01

R Monday
11:00 a.m. to 11:30 a.m.
or 3:00 p.m. to 3:30 p.m. Code: TR01

Wednesday
3:00 p.m. to 3:30 p.m. Code: TR01

Thursday
11:00 a.m. to 11:30 a.m. Code: TR01

Friday
11:00 a.m. to 11:30 a.m.
or 3:00 p.m. to 3:30 p.m. Code: TR01

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Career Education Consumer Report

S E M I N A R S

- Who can register? Anyone
- Prerequisites: Michigan Talent Bank registration required.
- Description: Learn how to navigate Michigan's internet based Career Education Consumer Report. The CECR will help you discover careers that can be right for you, career education programs available and training costs. The CECR is like having your own career counselor to help you find the best opportunities to get the new skills you want for your next job or career.
- Students can use the system to explore career options, find out what additional training may be necessary, and identify actual programs of study that suit their career development interests.
- Parents can use the system to stimulate their student's interest in career exploration, help their students select appropriate post-secondary education and training programs, and evaluate the performance of programs prior to making an enrollment decision.
- Guidance Counselors can use the Report to engage students in the process of investigating career options and creating a meaningful written career plan.
- Whether you are a student, parent, or guidance counselor, the report can help you build a stronger connection between education and career success.

<http://www.mycareereducation.org>

Michigan Works
Service Center
Locations/Contact:

PH MC CT R

For more information contact a Michigan Works Service Center to confirm the next Career Education Consumer Report seminar or see a Michigan Works Service Center Case Manager.

Code: PO1

- How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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COBRA/HIPAA

Insurance Informational Seminar

- Who can register? Anyone
Especially targeted at dislocated workers, unemployment benefit recipients
- Prerequisites: Michigan Talent Bank registration required.
- Description: Losing a job, changing employment or divorce does not always mean losing insurance coverage. Learn about the Consolidated Omnibus Budget Reconciliation Act (COBRA) that may provide insurance for a limited period of time for a fee as well as the Health Insurance Portability and Accounting Act (HIPAA) of 1996.
- What you will learn:
 - ◆ Information on COBRA and HIPAA
 - ◆ Who is eligible for benefits, the cost and duration of coverage
 - ◆ Information on coverage for pre-existing conditions at your new employment
 - ◆ Information on access to pension funds if you get laid off
- Textbooks/materials: Handouts
- Michigan Works Service Center Locations/Times:
- | | | |
|-----------|--|-----------|
| PH | 3 rd Friday of each month
10:00 a.m. to 11:00 a.m. | Code: PO2 |
| ME | 2 nd Tuesday of each month
3:00 p.m. to 4:00 p.m. | Code: PO2 |
| CT | 2 nd Friday of each month
10:00 a.m. to 11:00 a.m. | Code: PO2 |
| R | 1 st Tuesday of each month
9:00 a.m. to 10:00 a.m. | Code: PO2 |
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Decision Making

Who can register?	Anyone
Prerequisites:	Michigan Talent Bank registration required.
Description:	Unsure of what to do? Where to go? Our decision making seminar gives you a plan to help you make any decision whether it's a decision regarding your career, your personal life, or any other decision you have to make.
What you will learn:	<ul style="list-style-type: none">◆ Ingredients of self awareness◆ Identifying/Weighing your values◆ Levels of decision making◆ Obstacles to making satisfying decision◆ Decision-making strategies◆ The seven-step decision making process◆ Conflicts in decision making◆ Using the decision making process
Textbooks/materials:	Making Good Career & Life Decisions, (Jist)
Michigan Works Service Center Locations/Times:	<i>PH MC CT R</i>
Session I	Monday Code: PO3 9:30 a.m. to 11:30 a.m.; 1:00 p.m. to 2:30 p.m.
	Tuesday Code: PO3 9:30 a.m. to 11:30 a.m.; 1:00 p.m. to 2:30 p.m.
Session II	Wednesday Code: PO3 9:30 a.m. to 11:30 a.m. ; 1:00 p.m. to 2:30 p.m.
	Friday Code: PO3 9:30 a.m. to 11:30 a.m.; 1:00 p.m. to 2:30 p.m.
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Budgeting/Money Management (Part 1)

- Who can register? Anyone
- Prerequisites: Michigan Talent Bank registration required.
- Description: Just having money does not guarantee your ability to manage it. Not everyone has the time, knowledge or organizational skills to set up a simple system for managing your daily, monthly and yearly finances. Learn how in the Part 1 of this two part seminar.
- What you will learn:
 - ◆ A picture of your total financial worth
 - ◆ Setting financial goals
 - ◆ Reviewing needs versus wants
- Textbooks/materials: The Budget Kit, (Lawrence)
- Michigan Works Service Center **PH MC CT R**
 2nd and 4th Thursday of the month
 Locations/Times: 9:00 a.m. to 10:00 a.m. Code: PO4 (1)
- How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.

Budgeting/Money Management (Part 2)

- Who can register? Anyone
- Prerequisites: Budget/Money Management (Part 1); Michigan Talent Bank registration required.
- Description: Wrapping up Budget/Money Management (Part 1)
- What you will learn:
 - ◆ How to do a yearly budget worksheet
 - ◆ Christmas / Holiday expense worksheet
 - ◆ Monthly Budgets
 - ◆ Medical, tax-deductible, miscellaneous expense records
- Textbooks/materials: The Budget Kit, (Lawrence)
- Michigan Works Service Center **PH MC CT R**
 2nd and 4th Thursday of the month
 Locations/Times: 10:00 a.m. to 11:00 a.m. Code: PO4 (2)
- How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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Stress Management

Who can register?	Anyone
Prerequisites:	Michigan Talent Bank registration required.
Description:	Learn to “chill out” and manage whatever life brings your way. See also <i>Time Management</i> ; page 14.
What you will learn:	<ul style="list-style-type: none">◆ Understanding stress and its symptoms in the workplace◆ Ten steps to maintaining mental fitness◆ The stages of stress◆ Strategies for managing stress
Textbooks/materials:	Managing Stress for Mental Fitness (Raber, Dyck)
Michigan Works Service Center	PH MC CT R 1 st and 3 rd Thursday of the month
Locations/Times:	9:00 a.m. to 10:00 a.m. Code: PO5
How to register:	Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.

Parenting

Who can register?	Anyone
Prerequisites:	Michigan Talent Bank registration required.
Description:	Being a parent is an awesome responsibility. Learn parenting tips, explanations, guidelines, activities and exercises that will make you a confident, knowledgeable caregiver.
What you will learn:	<ul style="list-style-type: none">◆ Physical care, health and safety◆ Overview of guidance, discipline, punishment◆ Guiding you baby, toddler, pre-schooler◆ Choosing and using childcare
Textbooks/materials:	Practical Parenting, (Sam Mis)
Michigan Works Service Center	PH MC CT R 1 st Thursday of the month
Locations/Times:	9:00 a.m. to 11:00 a.m. Code: PO6
How to register:	Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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Conflict Resolution

- Who can register? Anyone
- Prerequisites: Michigan Talent Bank registration required.
- Description: Learn to resolve conflicts before they cause you stress. Anger that is handled incorrectly or not at all can result in physical disease. This seminar can help you change behavior to manage your own anger and deal with the anger of others.
- What you will learn: ♦ Defining anger and how it works
♦ How to manage anger
♦ Discuss letting go of the past
♦ Ways to handle other people's anger
- Textbooks/materials: Managing Anger – Methods for a Happier and Healthier Life (Luhn)
- Michigan Works Service Center **PH MC CT R**
Locations/Times: 1st and 3rd Thursday of the month
11:00 a.m. to noon Code: PO7
- How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.

Time Management

- Who can register? Anyone
- Prerequisites: Michigan Talent Bank registration required.
- Description: Do you feel like there's never enough hours in the day to do what you need to do? Learn how to prioritize and still have time for you!

See also *Stress Management*, page 13.
- What you will learn: ♦ How time management can improve your productivity
♦ To recognize mistakes in managing time
♦ Time management techniques
- Textbooks/materials: Personal Time Management (Mole)
- Michigan Works Service Center **PH MC CT R**
Locations/Times: 2nd and 4th Thursday of the month
11:30 a.m. to noon Code: PO8
- How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



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fax 966-3337

MC

75 N. River Road
Mt. Clemens 48043
(586) 469-7702
fax 469-5082

CT

43630 Hayes
Clinton Twp. 48038
(586) 263-1501
fax 286-9517

R

15950 Twelve Mile
Roseville 48066
(586) 447-9200
fax 447-9238

Balancing Home & Career

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required.

Description: Your job, your life partner, your kids, your friends. It's a juggling act but you can learn to balance home and career!

What you will learn:

- ◆ Skills needed to manage home and business activities
- ◆ Experience solving case studies
- ◆ Overall strategies for successful life management

Textbooks/materials: Balancing Home & Career (Tobey)

Michigan Works Service Center **PH MC CT R**
1st Thursday of the month

Locations/Times: 1:00 p.m. to 2:00 p.m. Code: PO9

How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.

Attitude – Your Most Priceless Possession

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required.

Description: What is an attitude? Why are some people more negative than others? How can you stay positive? This seminar will answer these and other questions!

What you will learn:

- ◆ The components of attitude
- ◆ Attitude adjustment techniques
- ◆ Benefits of a good attitude
- ◆ Attitude and your job

Textbooks/materials: Attitude – Your Most Priceless Possession (Chapman)

Michigan Works Service Center **PH MC CT R**
3rd Thursday of the month

Locations/Times: 1:00 p.m. to 2:00 p.m. Code: PO10

How to register: Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.



Michigan Works Service Center Locations:

PH

100 McMorran
6th Floor
Port Huron 48060
(810) 966-3300
fax 966-3337

MC

75 N. River Road
Mt. Clemens 48043
(586) 469-7702
fax 469-5082

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Clinton Twp. 48038
(586) 263-1501
fax 286-9517

R

15950 Twelve Mile
Roseville 48066
(586) 447-9200
fax 447-9238

Human Relations

Who can register?	Anyone	
Prerequisites:	Michigan Talent Bank registration required.	
Description:	You'll gain an understanding of the importance of developing and maintaining positive human relations both at work and at home.	
What you will learn:	<ul style="list-style-type: none"> ◆ How to build and maintain strong, healthy relationships ◆ The importance of human relation skills ◆ How to repair human relationships ◆ The self-victimization process ◆ Preparing a winning strategy 	
Textbooks/materials:	Winning at Human Relations (Chapman)	
Michigan Works Service Center	PH MC CT R	
Locations/Times:	1 st and 3 rd Thursday of the month 10:00 a.m. to 11:00 a.m.	Code: PO11
How to register:	Sign up at the front reception desk; register by phoning a Michigan Works Service Center listed below or register by fax using the form on the last page of this booklet.	



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Michigan Works Service Center Locations:

PH

100 McMorran
6th Floor
Port Huron 48060
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fax 447-9238

Assessment Services

Who can register? Anyone

Prerequisites: Michigan Talent Bank registration required.

Description: A variety of self-serviced assessment tools are available including career interest inventories as well as specialized assessments available through Michigan Works Service Center staff. Assessments may be paper and pencil or computerized. Examples of assessments include:

- ◆ Career Interest Inventory
- ◆ Reading and Math assessments
- ◆ Mechanical Aptitude
- ◆ Proficiency and Aptitude testing
- ◆ Achievement testing

Michigan Works Service Center Locations:

PH MC CT R

See a Michigan Works Service Center staff person for more information.

Register today in person, by phone, by fax!



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Michigan Rehabilitation Services

Description: Michigan Rehabilitation Services (MRS) works with people with a wide range of physical or mental disabilities. A person with a disability may be eligible for MRS services if the disability causes problems in preparing for, finding, or keeping a job. The individual must also require MRS services in order to work. These services are provided through state and federal funds.

Services:

- ◆ Career Counseling and Career Planning. This service includes medical exams, vocational testing, and work evaluations. Job try-outs may be used and can assist in identifying a job goal.
- ◆ Development of a plan for employment that outlines services needed and who can provide services to achieve a career goal.
- ◆ Examples of services that may be provided or arranged for by MRS include disability assessments, vocational evaluations, counseling, job placement services, job retention services, accommodations/assistive technology, job coaches, tools, equipment and licenses, job training, physical restoration services, support services such as interpreters, note takers, and transportation.

Michigan Works Service Center	PH MC CT R			
Locations/Contact:	Port Huron (810) 982-8571	Mt. Clemens (586) 469-7702	Clinton Township (586) 412-1510	Roseville (586) 498-5852

Assistive Computer Stations

Description: Michigan Works Service Center computers are fully accessible to our disabled customers. Each Service Center has an Assistive Computer Station designed for individuals with low vision problems, mild to moderate physical impairments and/or learning disabilities. For a full description of the equipment and software available or to set up an appointment to use the system, you may contact any of the Michigan Works Service Centers.

- ◆ Zoomtext screen magnifier
- ◆ WiVik onscreen keyboard
- ◆ Trackball and large monitor
- ◆ Read and Write Software

Michigan Works Service Center	PH MC CT R
Locations/Contact:	



Michigan Works Service Center Locations:

PH 100 McMorran 6 th Floor Port Huron 48060 (810) 966-3300 fax 966-3337	MC 75 N. River Road Mt. Clemens 48043 (586) 469-7702 fax 469-5082	CT 43630 Hayes Clinton Twp. 48038 (586) 263-1501 fax 286-9517	R 15950 Twelve Mile Roseville 48066 (586) 447-9200 fax 447-9238
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Veterans Services

Description: Veterans Employment Representatives, located on-site at Michigan Works Service Centers listed below, are veterans helping fellow veterans find work, build career skills and access state and federal veterans services. Veterans Employment Representatives are ready to help you with knowledge of the local job market and direct access to state and federal resources.

- Services:**
- ◆ Development of a personalized action plan to help you meet your employment goals
 - ◆ Employment preference for veterans means a veterans Employment Representative has access to many jobs first and can refer veterans before the jobs are available to the general public
 - ◆ In addition to using the Michigan Talent Bank labor exchange system, Veterans Employment Representatives can identify employers on your behalf
 - ◆ Licensed counselors provide career exploration and planning through the use of interest inventories, labor market information and other career planning tools
 - ◆ Help with overcoming employment barriers with referrals to agencies and organizations that can provide needed service.

Michigan Works Service Center Locations ***PH MC ET R***

Register today in person, by phone, by fax!



Michigan Works Service Center Locations:

<i>PH</i> 100 McMorran 6 th Floor Port Huron 48060 (810) 966-3300 fax 966-3337	<i>MC</i> 75 N. River Road Mt. Clemens 48043 (586) 469-7702 fax 469-5082	<i>ET</i> 43630 Hayes Clinton Twp. 48038 (586) 263-1501 fax 286-9517	<i>R</i> 15950 Twelve Mile Roseville 48066 (586) 447-9200 fax 447-9238
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Out-of-School Youth Programs

Description: Out-of-school youth programs are delivered at the Michigan Works Service Centers in Port Huron and Clinton Township. Eligible youth age 17 to 21 and are low-income or who are employed or under-employed. Programs for out-of-school youth focus on training activities that lead to careers.

- Service:**
- ◆ Work readiness skills, personal development skills including self-esteem building, time management, conflict resolution, decision making and goal setting, and parenting skills
 - ◆ Assessment and career counseling
 - ◆ Development of an Individual Employment Plan
 - ◆ Basic skills upgrading, GED preparation
 - ◆ Vocational or on-the-job training
 - ◆ Barrier identification and resolution
 - ◆ Support services
 - ◆ Mentoring services

Michigan Works Service Center
Locations/Contact:

PH	CT
Port Huron	Clinton Twp.
(810) 966-3347	(586) 263-1503

For more information contact a Michigan Works Job Link Staff.

Welfare-to-Work Programs

Description: The Work First program provides services to individuals that lead to employment and economic self-sufficiency. Eligible individuals referred by the Family Independence Agency include Family Independence Program recipients; Individuals receiving food stamp or Medicaid benefits or individuals utilizing Family Independence Agency child care benefits. Additionally, eligible individuals are referred by local Friend of the Court offices.

- Service:**
- ◆ Assessment including basic skills assessment; career exploration; an assessment of barriers and job readiness evaluation
 - ◆ Job Readiness activities including barrier resolution; decision making and goal setting
 - ◆ Job Search preparation including job retention skills; interpersonal communication skills; resume preparation; interviewing skills and other job search preparation skills
 - ◆ Job Search/Job Club
 - ◆ Short term and long term career counseling
 - ◆ Support services and job retention activities

Michigan Works Service Center
Locations/Contact:

PH	MC	CT	R
Port Huron	Mt. Clemens	Clinton Twp.	Roseville
(810) 966-3347	(586) 469-7702	(586) 263-8371	(586) 447-9227

For more information contact Michigan Works Job Link staff.



Michigan Works Service Center Locations:

PH	MC	CT	R
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Bonding Services

Description: Some employers require an employee to be bonded. For individuals with a bona fide offer of employment, Michigan Works Service Center staff can assist in the bonding process.

- Service:**
- ◆ Upon employment verification stating the employment is conditional upon the job applicant receiving a Fidelity Bond in the amount of \$15,000 to a maximum of \$25,000, staff can assist in completion of the Fidelity Bond Certification Form.
 - ◆ After sending the form for processing, Michigan Works Service Center staff can notify the employer and job applicant in writing that an acknowledgement is forthcoming.

Michigan Works Service Center Locations/Contact:

	PH	MC	CT	R
	Port Huron	Mt. Clemens	Clinton Twp.	Roseville
	(810) 966-3301	(586) 469-7702	(586) 263-8377	(586) 447-9202

For more information contact a Michigan Works Employment Services Staff Person

Experience Works – Senior Workforce Solutions

Description: For individuals 55 or older with limited income, Experience Works – A Senior Community Service Employment Program – offers training and employment opportunities. A national nonprofit organization, Experience Works Representatives are available at Michigan Works Service Centers in Port Huron and Roseville by appointment.

- Service:**
- ◆ Matches your interests and skills with a community service training assignment in an agency close to where you live.
 - ◆ Provides an opportunity to upgrade current skills, learn new skills in a community service training assignment that ultimately leads to employment
 - ◆ Education, training, work experience through a special program that offers on-the-job and classroom training
 - ◆ Temporary, seasonal or temporary-to-permanent employment for job-ready individuals through the “Experience Works!” program

Michigan Works Service Center Location/Contact:

PH	R
Port Huron	Roseville
(810) 966-3300	(586) 447-9200



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Trade Act Program—Trade Adjustment Assistance

Description: Trade Adjustment (TAA) is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased *foreign* imports. Individuals eligible for Trade Adjustment Assistance must be laid-off from a plant that has been certified through the U. S. Department of Labor. The certification process is initiated by a petition filed by a group of three or more workers, their union or other authorized representative, or the company affected.

Michigan Works office staff can provide the petition form and give guidance on the procedures to follow to file a certification petition.

Eligible individuals may receive a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment.

- ◆ Career and employment counseling
- ◆ Classroom training (up to 104 weeks possible)
- ◆ On-the-job training
- ◆ Job search assistance
- ◆ Information on relocation allowance
- ◆ Information on Trade Readjustment Allowances (TRA) that may be payable following exhaustion of unemployment benefits

Michigan Works
Service Center
Location:

PH MC ET R

North American Free Trade Agreement – Transitional Adjustment Assistance

Description: The North American Free Trade Agreement – Transitional Adjustment Assistance (NAFTA-TAA) is available to workers who lose their jobs or whose hours of work and wages are reduced as a result of production being shifted to Mexico or Canada or imports from Mexico or Canada of articles “like or directly competitive” have increased. The certification process is initiated by a petition filed by a group of three or more workers, their union, the company, or other duly authorized worker representative, such as a community based organization.

Michigan Works office staff can provide the petition form and give guidance on the procedures to follow to file a certification petition.

Eligible individuals may receive a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment.

- ◆ Career and employment counseling
- ◆ Classroom training (up to 104 weeks possible)
- ◆ On-the-job training
- ◆ Job search assistance
- ◆ Information on relocation allowance
- ◆ Information on Trade Readjustment Allowances (TRA) that may be payable following exhaustion of unemployment benefits

Michigan Works
Service Center
Locations:

PH MC ET R



Michigan Works Service Center Locations:

PH	MC	ET	R
100 McMorran 6 th Floor Port Huron 48060 (810) 966-3300 fax 966-3337	75 N. River Road Mt. Clemens 48043 (586) 469-7702 fax 469-5082	43630 Hayes Clinton Twp. 48038 (586) 263-1501 fax 286-9517	15950 Twelve Mile Roseville 48066 (586) 447-9200 fax 447-9238

Math and Reading Brush-Up

Who can register? Anyone who needs upgraded reading and math skills.

Prerequisites: None

Description: Brush-up on reading and math skills on-site at Michigan Works Service Centers and other locations throughout Macomb and St. Clair counties utilizing a computer-based instructional system. Although staff will guide you through an individualized program, this is a self-paced program.

Textbooks/materials: PLATO Courseware, a computerized learning system

Michigan Works
Service Center

PH MC CT R

Locations:

Start dates are flexible

GED Preparation

Who can register? Anyone who is in need of a GED.

Prerequisites: None

Description: Staff will help you identify an individualized plan to prepare to take the General Educational Development test. GED prep is offered on-site at Michigan Works Service Centers and other locations throughout Macomb and St. Clair counties. This is a computer based, self-paced program.

Textbooks/materials: PLATO Courseware, a computerized learning system

Michigan Works
Service Center

PH MC CT R

Locations:

Start dates are flexible

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Career Training

Who can register?

Individuals who do not have marketable skills to enter the workforce and who wish to pursue training in locally defined demand/growth occupations or individuals who after completing job search activities have not been successful in obtaining employment. Because funds for training activities are limited, priority for training services include but are not limited to: public assistance recipients and other low income individuals.

Prerequisites:

Completion of registration in the Michigan Talent Bank system. Documentation of career goals on an individual employment plan. May include completion of other job search/job placement activities as deemed appropriate.

Michigan Works
Service Center
Locations:

PH MC CT R

For more information attend the *Training Options* seminar (see page 8 for locations and times) or schedule an appointment in person or by phone with a Michigan Works Service Center Case Manager.

On-the-Job Training

Who can register?

Individuals who do not have marketable skills to enter the workforce or individuals who after completing job search activities have not been successful in obtaining employment and wish to pursue training on the job. Because funds for training activities are limited, priority for training services include but are not limited to: public assistance recipients and other low income individuals.

Prerequisites:

Completion of registration in the Michigan Talent Bank system. Documentation of career goals on an individual employment plan. May include completion of other job search/job placement activities as deemed appropriate.

Michigan Works
Service Center
Locations:

PH MC CT R

For more information attend the *Training Options* seminar (see page 8 for locations and times) or schedule an appointment in person or by phone with a Michigan Works Service Center Case Manager.



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Self-Serve Resource Rooms

Description: Although anyone searching for a new or better job should take advantage of the many free seminars available, Michigan Works Service Centers feature self-serve resource rooms with a variety of materials for customers including:

- ◆ Computers for job search through Internet websites
- ◆ Computer equipped with resume maker software that helps you create a professional resume
- ◆ Reference materials on job search techniques
- ◆ Business directories to assist in researching employers
- ◆ The Michigan Occupational Information System that helps you explore career opportunities, training required and employment outlook
- ◆ A phone bank for customers to use to schedule employer interviews
- ◆ A video library on topics including interviewing hints; job search techniques and other topics

Michigan Works
Service Center
Locations:

PH MC CT R



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Employer Services

Michigan Talent Bank/ Michigan Job Bank

Description: Each week over 4,400 Job seekers statewide---more than 600 in Macomb and St. Clair counties ----enter their resumes in the Michigan Job Bank Internet system.

Whether you need to hire seasoned, degreed professionals, skilled tradespersons or entry-level employees, the Michigan Job Bank can link you with a workforce that will meet your needs.

- ◆ Register as an employer on the Michigan Job Bank Internet system
- ◆ Post your “help wanted” ad(s). You decide what to include in your job posting and can modify or delete your ad at any time.
- ◆ Review resumes of job seekers already in the system and contact them directly.

<http://www.michworks.org>

BENEFITS OF MICHIGAN'S JOB BANK

- ◆ It's Michigan's largest labor exchange system
- ◆ It's free
- ◆ It's convenient. Use the Internet system anytime, anywhere. Michigan's Job Bank system has no office hours!

Other Employer Services

- ◆ Assistance/referrals for customized training programs for your new or current employees
- ◆ Private employer interview rooms are available at Michigan Works Service Centers listed below. Please call to reserve a room for interviewing prospective employees.
- ◆ Michigan Works Service Center staff can assist you in recruiting new employees.
- ◆ ADA information provided by Michigan Rehabilitation Services staff.
- ◆ Michigan Rehabilitation Services staff can provide information for services to assist with the recruitment and retention of disabled workers
- ◆ Veteran hiring information
- ◆ Information on Targeted Job Tax Credit Program
- ◆ Information on workers compensation and risk management by Michigan Rehabilitation Services staff.



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Local Michigan Works Agencies oversee comprehensive services designed to help employers access a skilled workforce and help job seekers access satisfying careers. Programs also include seminars to prepare youth and unskilled adults for entry into the labor force and help individuals who are disadvantaged or who face serious barriers to employment develop skills through training that leads to employment and ultimately economic self-sufficiency.

The Macomb/St. Clair Workforce Development Board, Inc. a non-profit equal opportunity employer/program, is part of a comprehensive workforce development system funded by the Michigan Department of Career Development. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center 1-800-649-3777 (Voice and TDD)



John H. Bierbusse, Executive Director
Macomb/St. Clair Workforce Development Board, Inc.
VerKuilen Building
21885 Dunham Road, Suite 11
Clinton Township, MI 48036-1030
(586) 469-5220 fax (586) 469-7488

For Workforce Development Services in other areas of Michigan call
1-800-285-WORKS or visit Michigan Talent Bank at <http://www.michworks.org>



REGISTRATION / INFORMATION REQUEST FORM

NAME

ADDRESS

PHONE

AREA CODE ()

I would like to register for the following seminar(s).

SEMINAR NAME

CODE:

PAGE #

DAY(S):

TIME(S):

LOCATION:

SEMINAR NAME

CODE:

PAGE #

DAY(S):

TIME(S):

LOCATION:

SEMINAR NAME

CODE:

PAGE #

DAY(S):

TIME(S):

LOCATION:

I am not interested in registering for a seminar at this time but would like more information about:

Employer Services

Labor Exchange Services
Michigan Talent Bank/
Michigan Jobs Bank

Career/Skills Assessments

Veterans Services

Services for Individuals
with Disabilities

Youth Programs

Welfare-to-Work Programs

Career Training Information

Other _____

MWSC Staff Use Only:

20020709

Fax this registration/information form to the Michigan Works Service Center

PH

100 McMorran
6th Floor
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