

Job Club

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:

- ◆ 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	PH MC CT R	Code: JS1 (PH)
Service Center	Monday through Wednesday	Code: JS2 (MC)
Locations/Times:	8:30 a.m. to 10:00 a.m.	Code: JS3 CT)
	and other arranged times.	Code: JS4 (R)

Register today in person, by phone, by fax!