



Joan McGilincy  
"We recognize the anxiety women  
have..."

# Workshop planned to help women cope with job anxieties

Women planning to enter the job market for the first time, re-enter after a long absence or make a career switch are invited to a Career Planning Workshop Saturday, June 1 at the Livonia Family Service Office, 16755 Middlebelt.

The daylong conference will teach participants to identify job interests, set career goals and investigate training resources. Sessions begin at 9:30 a.m. and run until 4 p.m. There is a \$15 charge but arrangements can be made for those in need of financial help.

"We recognize the anxiety women have about the job market," said Joan McGilincy, conference coordinator. "They are very often uncertain of their skills and fearful of rejection."

The conference will offer concrete information on where and how to look for jobs with the idea of increasing self-esteem and assessing individual abilities.

McGilincy is a social worker employed by Family Service of Detroit

and Wayne County, a Torch Drive agency which offers family and group counseling. She has conducted several career conferences for women.

"Each one gets updated," she said. "We include feedback from the previous workshops. Our participants fill out evaluation forms at the end of the day."

"A BIG PART of the conference works on getting women comfortable with themselves, with the skills they have," she said. "For women who think they have no real skills, we get them to examine the functional skills they perform in their daily life. For example, balancing a checkbook is a simple accounting skill."

Participants do exercises in learning to be assertive and narrowing down their field of job interests. There is role playing in mock interview sessions. They learn where to look for work and how to use MOIS — the Michigan Occupational Information System — a computer listing of available jobs, required

skills and salary ranges in the state.

"We go through a job application, review what is legal to ask, and the kind of information to bring along on an interview," McGilincy said.

Writing a resume is also included. Participants learn how to present themselves in the best possible light, even if they haven't worked in 25 years.

Ideally, the workshop should have a dozen participants, McGilincy said. If there is more interest, another group can be formed.

"Many of the women we attract are middle aged and have never worked outside the home or are widowed and

divorced and have to go to work," she said. "But the last session drew some women from female-dominated occupations who were wanting a career change. It's always a very supportive group."

Participants should bring a brown bag lunch. Coffee, punch and doughnuts will be provided.

"I want to stress that I won't get them a job," McGilincy said. "But hopefully, I can give them an idea of who they are and the confidence to go out and start looking."

For more information and registration, call Mary Michaels at 633-3733.

## Library sets summer hours

Both the Farmington and Farmington Hills Branch Libraries will be closed Saturday, Sunday and Monday, May 25, 26 and 27 in observance of the Memorial Holiday.

The Farmington Community Library

will begin its summer hours the week of June 3rd. Hours will be as follows: Monday-Thursday, 10 a.m. to 9 p.m.; Friday, 10 a.m. to 5 p.m. Closed Saturday.

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