



# WORKFORCE CENTER OF WILL COUNTY

The Workforce Center of Will County offers services to job seekers to assist them in their job search. All events are held at 2400 Glenwood Avenue in Joliet and descriptions are attached to this schedule.

## NOVEMBER 2017



### Workshops

#### Career Café\*

Tues, 11/7, 9:30 a.m.  
Tues, 11/14, 9:30 a.m.  
Tues, 11/28, 9:30 a.m.

#### Illinois JobLink

Tues, 11/7, 10:30 a.m.  
Tues, 11/14, 10:30 a.m.  
Tues, 11/28, 10:30 a.m.

#### Microsoft Excel

Thurs, 11/9, 10:30 a.m.  
Mon, 11/13, 1:30 p.m.  
Mon, 11/27, 1:30 p.m.

#### Job Readiness Workshop

Wed, 11/1, 9:30 a.m.  
Wed, 11/15, 9:30 a.m.  
Wed, 11/29, 9:30 a.m.

#### Math Review

Tues, 11/7, 2:00 p.m.  
Tues, 11/14, 2:00 p.m.  
Tues, 11/21, 2:00 p.m.  
Tues, 11/28, 2:00 p.m.

#### Microsoft Word

Thurs, 11/2, 10:30 a.m.  
Mon, 11/6, 1:30 p.m.  
Thurs, 11/16, 10:30 a.m.  
Mon, 11/20, 1:30 p.m.

#### Standout Résumé Workshop

Fri, 11/3, 9:30 a.m.

#### Successful Interviewing Workshop

Thurs, 11/9, 2:30 p.m.

#### LinkedIn Lab

Thurs, 11/16, 1:30 p.m.

#### Networking Workshop

Fri, 11/17, 9:30 a.m.

#### Master Your Job Search Workshop

Wed, 11/29, 2:30 p.m.



### Training

#### Industry Orientation\* (Professional/Financial/ Information Technology)

Thurs, 11/2, 1:30 p.m.  
Tues, 11/7, 9:00 a.m.  
Thurs, 11/16, 1:30 p.m.  
Mon, 11/27, 1:30 p.m.

#### Adult Education Info Session

Tues, 11/14, 1:30 p.m.

#### Industry Orientation\* (Healthcare)

Mon, 11/6, 1:30 p.m.  
Mon, 11/13, 1:30 p.m.  
Tues, 11/21, 9:00 a.m.  
Tues, 11/28, 9:00 a.m.

#### On The Job Training Orientation

Mon, 11/6, 10:00 a.m.  
Mon, 11/13, 10:00 a.m.  
Mon, 11/20, 10:00 a.m.  
Mon, 11/27, 10:00 a.m.

#### Industry Orientation\* (Manufacturing/Transportation/ Distribution/Logistics)

Thurs, 11/9, 1:30 p.m.  
Tues, 11/14, 9:00 a.m.  
Mon, 11/20, 1:30 p.m.  
Thurs, 11/30, 1:30 p.m.



### Job Fairs

Thurs, 11/2, 9:00 a.m. - 11:00 a.m.  
Tues, 11/21, 1:30 p.m. - 3:30 p.m.

Wed, 11/8, 1:30 p.m. - 3:30 p.m.  
Thurs, 11/30, 9:00 a.m. - 11:00 a.m.

Wed, 11/15, 1:30 p.m. - 3:30 p.m.

Events with an \* require advance registration.

# Event Descriptions

## Adult Education Information Session

This information session will explain the services that the Joliet Junior College Department of Adult Education and Literacy provides, including English as a Second Language classes, Basic Skill Development classes, High School Equivalency (GED) classes, and volunteer tutor program as well as access to other college classes and a career specialist. Students will be able to test and immediately sign up for classes.

## Career Café\*

A weekly networking event designed to connect people who are looking for work. Share job leads, learn job search techniques and hear from guest speakers who share their hiring expertise. (register by emailing Mary at mgajcak@willcountyillinois.com)

## Industry Orientation\*

Career Scholarships are available to Will County residents who meet eligibility guidelines and are interested in training for occupations that are in demand in Will County. The first step to apply for a Career Scholarship is to register at [www.jobs4people.org](http://www.jobs4people.org) to attend an Industry Orientation. Three different sessions are available based on the industry/occupation you are interested in pursuing. Choose the Industry Orientation that fits your desired career choice. (registration can also be taken over the phone by calling 815.727.4444)

## Illinois JobLink Workshop

This IJL Workshop will cover how to complete your registration on Illinois JobLink by creating/uploading a résumé and tips on how to get the most views from employers. We will discuss how to search for jobs on Illinois JobLink and how to complete your work search record.

## Job Fairs

The Workforce Center of Will County hosts weekly job fairs. Job seekers may talk with multiple businesses during the job fair about a variety of positions.

## Job Readiness Workshop

Want tips on how to get employed using current job search techniques? This workshop gives you an overview of resources for job seekers including networking, completing applications, résumés, interviewing and Illinois JobLink.

## LinkedIn Lab

Make the most of your basic LinkedIn account in this hands-on lab where we will review LinkedIn features and best practices for success finding your next job. Set up a basic LinkedIn account in advance or we can help you set up an account for your job search

## Master Your Job Search Workshop

A review of basic job search techniques, including networking and how to use the Internet to conduct your job search.

## Math Review

A review of basic math skills, which include: addition, subtraction, multiplication, division, fractions, decimals, percent and integers.

## Microsoft Excel

Microsoft Excel is one of the most widely used applications in the workplace. Learn the basics of Excel and how to navigate its many features.

## Microsoft Word

Learn the basics of Microsoft Word to conduct your job search. This class will teach you how to use Microsoft Word to create a professional looking résumé and cover letter.

## Networking Workshop

Learn the process of how relationships and contacts can assist you with your job search. Includes how to use social media to network effectively.

## On The Job Training Orientation

On The Job Training (OJT) is available to Will County job seekers who are interested in learning new skills on the job. OJT is available in a range of industries including Manufacturing, Healthcare, Information Technology and Transportation, Warehousing and Logistics.

## Standout Résumés Workshop

Learn the basics of creating a competitive résumé and cover letter. Individual resume reviews are available upon request.

## Successful Interviewing Workshop

Learn how to prepare for a job interview so you will be confident and ready to make a positive impression. Individual, digitally recorded mock interviews are available upon completion of this workshop.

**Please note that ALL events, unless indicated, are offered on a walk-in basis, with no advance registration needed.**

**\*Advance registration is needed for these events (Industry Orientation & Career Café).**



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