



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.

OCTOBER 2018



Workshops

Career Café

Tues, 10/2, 9:30 a.m.
Tues, 10/16, 9:30 a.m.

Illinois JobLink

Tues, 10/2, 10:30 a.m.
Thurs, 10/11, 1:30 p.m.
Fri, 10/19, 10:30 a.m.
Tues, 10/23, 1:30 p.m.

Math Review

Every Tuesday in Oct, 2:00 p.m.

Job Readiness Workshop

Wed, 10/3, 9:30 a.m.
Wed, 10/17, 9:30 a.m.

Alison.com Orientation

Fri, 10/5, 10:00 a.m.

Microsoft Excel

Thurs, 10/11, 10:30 a.m.
Thurs, 10/18, 10:30 a.m.
Mon, 10/22, 1:30 p.m.

Microsoft PowerPoint

Mon, 10/15, 1:30 p.m.

Microsoft Word

Mon, 10/1, 1:30 p.m.
Thurs, 10/4, 10:30 a.m.
Thurs, 10/25, 10:30 a.m.
Mon, 10/29, 1:30 p.m.

LinkedIn Lab

Tues, 10/30, 1:30 p.m.

ATS or Bust!* (Applicant Tracking Systems)
(Presented by Lauren Milligan)

*Register at ekohl@willcountyillinois.com
Tues, 10/23, 10:00 a.m. – 12:00 p.m.

Successful Interviewing Workshop

Mon, 10/1, 2:00 p.m.

Standout Résumé Workshop

Tues, 10/9, 9:30 a.m.

Master Your Job Search Workshop

Tues, 10/16, 10:00 a.m.

Making the Most of a Job Fair

Thurs, 10/18, 10:30 a.m.

Networking Workshop

Wed, 10/24, 1:30 p.m.



Training

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

Thurs, 10/4, 1:30 p.m.
Tues, 10/9, 9:00 a.m.
Mon, 10/15, 1:30 p.m.
Thurs, 10/25, 1:30 p.m.
Tues, 10/30, 9:00 a.m.

On The Job Training Orientation

Mon, 10/1, 10:00 a.m.
Mon, 10/15, 10:00 a.m.
Mon, 10/22, 10:00 a.m.
Mon, 10/29, 10:00 a.m.

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

Mon, 10/1, 1:30 p.m.
Thurs, 10/11, 1:30 p.m.
Tues, 10/16, 9:00 a.m.
Mon, 10/22, 1:30 p.m.

Industry Orientation*
(Healthcare)

Tues, 10/2, 1:30 p.m.
Fri, 10/12, 9:00 a.m.
Thurs, 10/18, 1:30 p.m.
Tues, 10/23, 1:30 p.m.
Mon, 10/29, 1:30 p.m.

Adult Education Info Session

Wed, 10/24, 9:00 a.m.

High School Equivalency (GED)*

Mon, 10/1, 9:00 a.m.
Wed, 10/3, 9:00 a.m.
Wed, 10/10, 9:00 a.m.
Mon, 10/15, 9:00 a.m.
Wed, 10/17, 9:00 a.m.
Mon, 10/22, 9:00 a.m.
Wed, 10/24, 9:00 a.m.
Mon, 10/29, 9:00 a.m.
Wed, 10/31, 9:00 a.m.



Job Fairs

Wed, 10/3, 1:30 p.m. – 3:30 p.m. Thurs, 10/11, 9:00 a.m. - 11:00 a.m. Wed, 10/17, 1:30 p.m. – 3:30 p.m.
Thurs, 10/25, 9:00 a.m. - 11:00 a.m.

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
(High School Equivalency (GED), Special Event & Industry Orientation)**

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.

Alison.com Orientation

Learn how Alison, offering over 1,000 free online courses for individual learners, can help you obtain a certificate or diploma in over 300 categories. Orientation includes an overview of courses and categories, how to set up an Alison account and how to obtain a certification.

ATS or Bust!* (Applicant Tracking Systems)

ATS is the Achilles heel of every job seeker but the truth is, these online applications are here to stay. Find out what trips up applicants the most, and how to avoid those pitfalls.*

Career Café

A 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.

High School Equivalency (GED)*

High School Equivalency (GED) class covers Math, Science, English, Reading, Writing, and Social Studies in preparation for the HSE test. Call 815.280.1333 for more information or to register.

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 or call 815.727.4444 to attend an Industry Orientation.

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.

Events with an * require advance registration.

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.

Making the Most of a Job Fair

Learn tips on how to prepare for a job fair and making a good first impression.

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 Office Suite

Microsoft Excel - Learn the basics of Excel and how to navigate its many features.

Microsoft PowerPoint - Learn the basics to advance your Microsoft skills and create a professional presentation.

Microsoft Word - Learn how to use 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 high demand industries.

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.



2400 Glenwood Avenue | Joliet, IL 60435
Phone: 815.727.4444 | Illinois Relay: 711

www.will.works



americanjobcenter

