

MOBILE WORKFORCE CENTER



The Mobile Workforce Center travels throughout Will County offering a variety of services for job seekers, including computers with internet access for online applications & job searches, the ability to create/revise a competitive résumé and an online job board with listings from Will County businesses. Staff will be available to assist job seekers inside these sites if the Mobile Workforce Center is off the road for maintenance.

January 2019

ADDRESSES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 HOLIDAY	2 Plainfield Public Library 9:30am – 12:00pm 1:00pm - 3:30pm	3 Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	4 Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
7 Fountaindale Public Library District 9:30am -12:00pm 1:00pm - 3:30pm	8 University Park Village Hall 9:30am -12:00pm 1:00pm – 3:30pm	9 Plainfield Public Library 9:30am – 12:00pm 1:00pm - 3:30pm	10 Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	11 Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
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Fountaindale Public Library District
300 West Briarcliff Road
Bolingbrook

University Park Village Hall
698 Burnham Drive
University Park

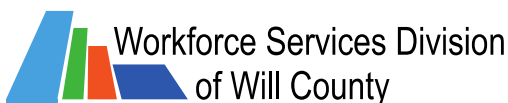
Plainfield Public Library
15025 S. Illinois Street
Plainfield

Wilmington Public Library District
201 S. Kankakee Street
Wilmington

Frankfort Public Library District
21119 S. Pfeiffer Road
Frankfort

Mokena Community Public Library District
11327 W. 195th Street
Mokena

Beginning January 1, 2019 job search workshops offered at the Workforce Center of Will County will be broadcast to the Mobile Workforce Center via Facebook Live – please see the back page for the schedule.



2400 Glenwood Avenue • Joliet, IL 60435 • 815.727.4444 • Illinois Relay: 711 • jobs4people.org

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.



These workshops will be broadcast on the Mobile Workforce Center
on the dates/times listed below.

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.

Tues, 1/22, 9:30 a.m. – University Park Village Hall

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.

Wed, 1/16, 9:30 a.m. – Plainfield Public Library

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.

Thurs, 1/17, 10:30 a.m. – Wilmington Public Library District

Microsoft PowerPoint

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

Mon 1/14, 1:30 p.m. – Fountaindale Public Library District

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.

Mon, 1/28, 1:30 p.m. – Fountaindale Public Library District

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.

Wed, 1/9, 1:30 p.m. – Plainfield Public Library

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.

Tues 1/8, 1:30 p.m. – University Park Village Hall

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.

Tues, 1/15, 9:30 a.m. – University Park Village Hall

Microsoft Excel

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

Thurs, 1/24, 10:30 a.m. – Wilmington Public Library District

Microsoft Word

Learn how to use Word to create a professional looking résumé and cover letter.

Thurs, 1/10, 10:30 a.m. – Wilmington Public Library District

Standout Résumés Workshop

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

Fri, 1/4, 9:30 a.m. – Frankfort Public Library District