

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.

February 2019

ADDRESSES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
4 Fountaindale Public Library District 9:30am -12:00pm 1:00pm - 3:30pm	5 University Park Village Hall 9:30am -12:00pm 1:00pm - 3:30pm	6 Plainfield Public Library 9:30am - 12:00pm 1:00pm - 3:30pm	7 Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	8 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

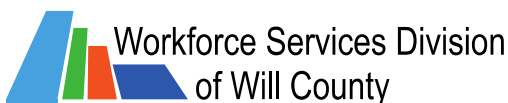
Plainfield Public Library
15025 S. Illinois Street
Plainfield

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.

Mon, 02/11, 1:30 p.m. – Fountaindale Public Library District

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, 2/20, 9:30 a.m. – Plainfield Public Library

LinkedIn Lab- Starting Your Profile

Hands-on lab approach to create a basic LinkedIn account to assist with your job search. Also, come dressed to impress to take a photo to add to your new LinkedIn profile.

Fri, 2/22, 1:30 p.m. – Mokena Community Public Library

Microsoft Excel

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

Wed, 2/13, 9:30 a.m. – Plainfield Public Library

Microsoft Word

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

Thurs, 2/21, 1:30 p.m. – Wilmington Public Library District

Tues, 2/26, 9:30 a.m. – University Park Village Hall

Standout Résumé Workshop

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

Thurs, 2/7, 1:30 p.m. – Wilmington Public Library District

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, 2/26, 1:30 p.m. – University Park Village Hall

LinkedIn Lab- Maximize Your Profile

Make the most of your basic LinkedIn account in this hands-on lab where we will review LinkedIn features and best practices to maximize your profile for success in finding your next job.

Fri, 2/22, 2:00 p.m. – Mokena Community 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.

Wed, 2/13, 1:30 p.m. – Plainfield Public Library

Microsoft PowerPoint

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

Fri 2/08, 1:30 p.m. – Mokena Community Public Library

Networking Tools for Today's Job Market

Learn the process of how to use a variety of tools to maximize your network. This workshop includes how to create & use job search networking business cards. Learn about social media outlets that are being used for job search.

Thurs, 2/21, 9:30 a.m. – Wilmington 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.

Mon, 2/11, 9:30 a.m. – Fountaindale Public Library District