



# 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.

## MARCH 2019



### Workshops

#### Career Café

Tues, 3/5, 9:30 a.m.  
Tues, 3/19, 9:30 a.m.

#### Illinois JobLink

Thurs, 3/7 1:30 p.m.  
Tues, 3/12, 10:30 a.m.  
Fri, 3/22, 10:30 a.m.  
Thurs, 3/28, 1:30 p.m.

#### Math Review

Tues, 3/12, 2:00 p.m.  
Tues, 3/26, 2:00 p.m.

#### Alison.com Orientation

Fri, 3/15, 9:30 a.m.

#### Microsoft Excel

Mon, 3/4, 1:30 p.m.

#### Microsoft PowerPoint

Tues, 3/26, 9:30 a.m.

#### Microsoft Word

Tues, 3/12, 1:30 p.m.  
Wed, 3/20, 9:30 a.m.

#### Job Readiness Workshop

Wed, 3/6, 9:30 a.m.  
Wed, 3/20, 9:30 a.m.

#### Standout Résumé Workshop

Mon, 3/4, 10:00 a.m.

#### Successful Interviewing Workshop

Tues, 3/12, 9:30 a.m.

#### LinkedIn Lab – Starting Your Profile

Mon, 3/18, 9:30 a.m.

#### LinkedIn Lab – Maximize Your Profile

Mon, 3/18, 10:00 a.m.

#### Master Your Job Search Workshop

Fri, 3/22, 9:30 a.m.

#### Networking Tools for Today's Job Market

Wed, 3/27, 1:30 p.m.



### Training

#### Adult Education Info Session

Wed, 3/6, 2:00 p.m.

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

Mon, 3/4, 1:30 p.m.  
Thurs, 3/14, 1:30 p.m.  
Fri, 3/22, 9:00 a.m.  
Thurs, 3/28, 1:30 p.m.

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

Thurs, 3/7, 1:30 p.m.  
Tues, 3/12, 9:00 a.m.  
Mon, 3/18, 1:30 p.m.  
Mon, 3/25, 1:30 p.m.

#### On The Job Training Orientation

Mon, 3/11, 10:00 a.m.  
Mon, 3/18, 10:00 a.m.  
Mon, 3/25, 10:00 a.m.

#### Industry Orientation\* (Healthcare)

Tues, 3/5, 1:30 p.m.  
Mon, 3/11, 1:30 p.m.  
Thurs, 3/21, 1:30 p.m.  
Tues, 3/26, 9:00 a.m.

#### High School Equivalency (GED)\*

Fri, 3/1, 12:30 p.m.  
Wed, 3/6, 12:30 p.m.  
Fri, 3/8 12:30 p.m.  
Wed, 3/20 12:30 p.m.  
Fri, 3/22 12:30 p.m.  
Wed, 3/27 12:30 p.m.  
Fri, 3/29 12:30 p.m.



### Job Fairs

Fri, 3/8, 9:00 a.m. - 11:00 a.m.    Thurs, 3/14, 9:00 a.m. - 11:00 a.m.    Wed, 3/20, 1:30 p.m. – 3:30 p.m.  
Thurs, 3/28, 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 Industry Orientations

# 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.

## 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.

## 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](http://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.

## 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 – Starting Your Profile

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

## 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.

## 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 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.

## 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.

Events with an \* require advance registration.



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

[www.will.works](http://www.will.works)



[americanjobcenter](http://americanjobcenter.org)

