

# 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.

## May 2021

## ADDRESSES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b> Fountaindale Public Library 9:30am -12:00pm 1:00pm - 3:30pm	<b>4</b> Crete Library 9:30am -12:00pm University Park Village Hall 1:00pm - 3:30pm	<b>5</b> Plainfield Public Library 9:30am - 12:00pm 1:00pm - 3:30pm	<b>6</b> Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	<b>7</b> Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
<b>10</b> Fountaindale Public Library 9:30am -12:00pm 1:00pm - 3:30pm	<b>11</b> Crete Library 9:30am -12:00pm University Park Village Hall 1:00pm - 3:30pm	<b>12</b> Plainfield Public Library 9:30am - 12:00pm 1:00pm - 3:30pm	<b>13</b> Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	<b>14</b> Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
<b>17</b> Fountaindale Public Library 9:30am -12:00pm 1:00pm - 3:30pm	<b>18</b> Crete Library 9:30am -12:00pm University Park Village Hall 1:00pm - 3:30pm	<b>19</b> Plainfield Public Library 9:30am - 12:00pm 1:00pm - 3:30pm	<b>20</b> Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	<b>21</b> Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
<b>24</b> Fountaindale Public Library 9:30am -12:00pm 1:00pm - 3:30pm	<b>25</b> Crete Library 9:30am -12:00pm University Park Village Hall 1:00pm - 3:30pm	<b>26</b> Plainfield Public Library 9:30am - 12:00pm 1:00pm - 3:30pm	<b>27</b> Wilmington Public Library District 9:30am -12:00pm 1:00pm -3:30pm	<b>28</b> Frankfort Library 9:30am -12:00pm Mokena Library 1:30pm - 3:30pm
<b>31</b> <b>HOLIDAY</b>				

**Fountaindale Public Library District**  
300 West Briarcliff Road  
Bolingbrook

**New Location**  
**Crete Public Library District**  
1177 Main Street  
Crete

**University Park Village Hall**  
44 Town Center Drive  
University Park

**Plainfield Public Library**  
15025 S. Illinois Street  
Plainfield

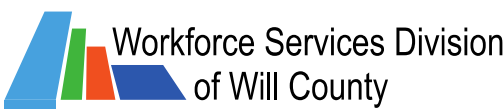
**Wilmington Public Library District**  
201 S. Kankakee Street  
Wilmington

**Frankfort Public Library District**  
21119 S. Pfeiffer Road  
Frankfort

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

**Face coverings are required!**

Job search workshops offered at the Workforce Center of Will County are broadcast to the Mobile Workforce Center via Facebook Live! Please see the back page for the schedule of when these workshops can be viewed on the Mobile Workforce Center.



2400 Glenwood Avenue • Joliet, IL 60435 • 815.727.4444 • Illinois Relay: 711 • [jobs4people.org](http://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.

Thurs, 5/6, 10:00 a.m. – Wilmington Public Library District

### **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.

### **Starting Your LinkedIn Profile**

Thurs, 5/27, 10:00 a.m. – Wilmington Public Library District

### **Maximize Your LinkedIn Profile**

Fri, 5/28, 10:00 a.m. – Frankfort Public Library District

### **Microsoft Excel**

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

Tues, 5/4, 2:00 p.m. – University Park Village Hall

### **Microsoft Word**

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

Tues, 5/11, 2:00 p.m. – University Park Village Hall

### **Résumé Writing Workshop**

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

Wed, 5/12, 10:00 a.m. – Plainfield Public Library

### **How to Use Free Video Conferencing & Virtual Meetings**

Learn the basics of Zoom, GoToMeeting and other video conferencing platforms.

Wed, 5/19, 10:00 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, 5/13, 2:00 p.m. – Wilmington Public Library District

### **Microsoft PowerPoint**

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

Tues, 5/25, 10:00 a.m. – Crete Public Library District

### **Online Interviewing Workshop**

Learn all about online interviewing and the tools you will need.

Thurs, 5/20, 10:00 a.m. – Wilmington Public Library District

### **Welcome to the Workforce Center of Will County**

Learn about the services offered at the Workforce Center of Will County.

Wed, 5/5, 2:00 p.m. – Plainfield Public Library

### **Working Remotely**

Is part of your job search plan to work from home?

Fri, 5/21, 10:00 a.m. – Frankfort Public Library District