

# Workforce Center of Will County

## Schedule of Events November 2022

The Workforce Center of Will County provides services to job seekers throughout Will County.

From developing or updating your résumé to brushing up on your interviewing skills, we can help at no cost to Will County residents.

Contact us today to learn more!



**2400 Glenwood Avenue,  
Joliet IL 60435**



**815-727-4444,  
Illinois Relay 711**



**Will.Works  
Jobs4People.org**



**Job Fair In-A-Bag  
Every Wednesday,  
8:30 a.m. to 4:30 p.m.**

It's a job fair but all in one bag! Stop by the Workforce Center of Will County and pick up a bag with job listings from Will County businesses hiring and resources for your job search, including résumés, interviewing, and more!

# TRAINING

## Career Scholarship Orientation

Are you interested in obtaining a career scholarship for an in-demand career? Workforce Services Division of Will County may be able to provide a career scholarship of up to \$10,000 to help pay for training. In-demand occupations are in the following fields:

- Healthcare
- Manufacturing
- Professional/Financial/Information Technology
- Transportation/Distribution/Logistics

Career Scholarships are available to Will County residents who meet eligibility guidelines and are interested in training for occupations that are in demand.

### Follow these steps to complete an online orientation:

1. Visit [www.jobs4people.org](http://www.jobs4people.org)
2. Select Job Seekers
3. Select Training
4. Career Scholarships
5. Watch the entire industry orientation video/slides
6. Follow the instructions from the video/slides for the next steps

## Adult Education Services

Joliet Junior College Department of Adult Education and Literacy provides English as Second Language classes, Basic Skill Development classes, High School Equivalency (GED) classes, and a volunteer tutor program, as well as access to other college classes. To learn more about this program, visit

[www.jjc.edu/community/workforce-education-adult-ed-literacy](http://www.jjc.edu/community/workforce-education-adult-ed-literacy).

# COMMUNITY EVENTS & JOB FAIRS

## Light Up The Holidays Parade -

**Sponsored by University of St. Francis**

**Friday, 11/25, 5:30 p.m.**

Celebrate the start of the holiday season with your friends and family from USF! Join us on Friday, November 25, 2022, for the Joliet City Center Partnership's annual Light Up the Holidays Parade in beautiful downtown Joliet. Be on the look out for our staff members and Mobile Workforce Center!

The Christmas tree lighting is at 5:15 p.m., followed by the parade, led by USF's own Bernie St. Bernard, beginning at 5:30 p.m.

# MOBILE WORKFORCE CENTER & SPECIAL EVENTS

## SPECIAL EVENT:

### **Holsten Human Capital Development Food Pantry**

St. Peter Lutheran Church  
310 N. Broadway, Joliet

**Friday, 11/4**

**9:30 am - 12:30 pm**

During the winter months, our Mobile Workforce Center will be taking break from our normally scheduled stops within the county for scheduled maintenance.

### **However, did you know**

that our Mobile Workforce Center is available for the community to request for special events at no charge? To learn more, visit [jobs4people.org/new-service-mwc](http://jobs4people.org/new-service-mwc) or follow the QR Code below!



# WORKSHOPS

All workshops are held at 2400 Glenwood Avenue in Joliet unless noted otherwise. To register for the below workshops, visit: <https://www.surveymonkey.com/r/SNPZYX>

### **Microsoft Word**

**Tuesday, 11/1, 2:00 p.m.**

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

### **Job Search Techniques**

**Wednesday, 11/2, 10:00 a.m.**

Brush up on your job search techniques by determining your interchangeable skills, application organization, online search tools, and the dos and don'ts of salary negotiation.

### **Microsoft Word**

**Tuesday, 11/8, 2:00 p.m.**

An additional Microsoft Word class has been added due to popular demand. Learn to create a professional-looking résumé and cover letter.

### **Stand Out Résumés**

**Wednesday, 11/9, 10:00 a.m.**

Develop a competitive résumé and cover letter to improve your visibility to employers and demonstrate your potential.

### **Microsoft Excel: Basics**

**Tuesday, 11/15, 2:00 p.m.**

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

### **Interview Tactics**

**Wednesday, 11/16, 10:00 a.m.**

Are you up to date on interview etiquette? Learn the tips and tricks on successful interviewing to gain confidence and land your dream job.

### **Microsoft Excel: Intermediate**

**Tuesday, 11/29, 3:00 p.m.**

By popular demand, we've added a second intermediate Excel class! Develop your skills even further in this class.

### **Networking Strategies + LinkedIn Lab**

**Wednesday, 11/30, 10:00 a.m.**

Discover various tools to expand your network, including using social media outlets like LinkedIn to amplify your successes in job searching.