

Workforce Center of Will County

Schedule of Events December 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
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

COMMUNITY EVENTS & JOB FAIRS

State of Illinois Job Fair

**Tues, 12/6, 10:00 am - 1:00 pm
2400 Glenwood Avenue, Joliet IL**

Looking for a state job? Register for our State of Illinois Job Fair, in partnership with Illinois Department of Employment Security, Illinois Department of Corrections, Department of Children & Family Services, Illinois Department of Corrections, Department of Professional Regulations, and the Illinois Department of Human Services.

Job Seekers may pre register with link:

<https://www.surveymonkey.com/r/M3J2PXC>

MOBILE WORKFORCE CENTER & SPECIAL EVENTS

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 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/8BPZGF9>

Microsoft Word

Tuesday, 12/6, 2:00 p.m.

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

Microsoft Word

Tuesday, 12/13, 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, 12/14, 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, 12/20, 2:00 p.m.

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

Interview Tactics

Wednesday, 12/21, 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.

Networking Strategies + LinkedIn Lab

Wednesday, 12/28, 2:00 p.m.

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