

TRAINING

Workforce Center of Will County

Schedule of Events February 2023

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!

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

**Will County Executive, Jennifer Bertino-Tarrant's 2023 Kids' Fair
Monday, 2/20, 9:00 am - 12:00 pm**

5800 W. Theodore Plainfield, IL 60586 (Troy Middle School)

Visit with Workforce Services Division's staff at the upcoming Kid's Fair presented by the County Executive's office.

WORKSHOP SCHEDULE

Stand Out Résumés

Wednesday, 2/1, 10:00 a.m.

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

NEW! Learn to Apply to a State Job!

Tuesday, 2/7, 1:00 p.m.

Interested in working for the state of Illinois? You are invited to attend this upcoming information session! Hybrid event, limited in-person seating available.

Interview Tactics

Wednesday, 2/8, 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 Word

Tuesday, 2/14, 2:00 p.m.

Learn to create a professional-looking résumé and cover letter in Microsoft Word.

Microsoft Excel: Basics

Tuesday, 2/21, 2:00 p.m.

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

Networking Strategies + LinkedIn Lab

Wednesday, 2/22, 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.

Microsoft Excel: Intermediate

Tuesday, 2/28, 2:00 p.m.

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



All workshops are held at 2400 Glenwood Avenue in Joliet unless noted otherwise. To register for the below workshops, visit our [Calendar of Events](#) tab on [will.works](#) and select the events you'd like to register for.

MOBILE WORKFORCE CENTER SCHEDULE

DID YOU KNOW?

Our Mobile Workforce Center is available for the community to request for special events at no charge?

To learn more, visit <https://jobs4people.org/Mobile-Workforce-Center>

or follow the QR Code below!



Steger Public Library

54 E 31st Street, Steger
Thursday, 2/2, 9:30 am -12:00 pm

Crete Public Library

1177 Main Street, Crete
Thursday, 2/2, 1:30 pm - 3:30 pm

Plainfield Public Library

15025 South Illinois Street Plainfield
Wednesday, 2/8, 9:30 am - 12:00 pm

Fountaindale Public Library

300 W Briarcliff Road Bolingbrook
Wednesday, 2/8, 1:30 pm - 3:30 pm

Wilmington Public Library

201 S. Kankakee Street Wilmington
Wednesday, 2/22, 9:30 am - 12:00 pm

New Lenox Public Library

120 Veteran's Parkway New Lenox
Wednesday, 2/22, 1:30 pm -3:30 pm

Will County Office Building

302 N Chicago St, Joliet
Friday, 2/24, 9:00 am - 3:00 pm



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WWW.WILL.WORKS