

# Workforce Center of Will County

## Schedule of Events March 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](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

### Pathways to Professions Career Expo

**Thursday, March 15th, 2:30 pm - 5:00 pm**

**55 Phelps Drive, Romeoville, IL**

**(Romeoville Athletic and Event Center)**

Are you looking for an in-demand career, short term training, or something new altogether? Multiple industries will be represented by 50+ vendors, including automotive, healthcare, manufacturing, public service, and more!

#### Register today:

<https://bit.ly/PATHWAYS2023>



# WORKSHOP SCHEDULE



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.

## Stand Out Résumés

**Wednesday, 3/1, 10:00 a.m.**

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

## Microsoft Word

**Tuesday, 3/7, 2:00 p.m.**

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

## Interview Tactics

**Wednesday, 3/22, 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: Basics

**Tuesday, 3/21, 2:00 p.m.**

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

## NEW! Midland States Bank Presents:

### Debt Management Workshop

**Thursday, 3/23, 2:00 pm**

Discuss common reasons why people find themselves in debt and the most common types of debt. In person and virtual workshop opportunities.

## Microsoft Excel: Intermediate

**Tuesday, 3/28, 2:00 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, 3/29, 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.

# 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, 3/2, 9:30 am -12:00 pm

### Crete Public Library

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

### Plainfield Public Library

15025 South Illinois Street, Plainfield  
Wednesday, 3/8, 9:30 am - 12:00 pm

### Fountaindale Public Library

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

### Wilmington Public Library

201 S. Kankakee Street, Wilmington  
Wednesday, 3/22, 9:30 am - 12:00 pm

### New Lenox Public Library

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

### Will County Office Building

302 N Chicago St, Joliet  
Friday, 3/24, 9:30 am - 3:30 pm



2400 Glenwood Ave. Joliet IL 60435

Phone: 815-727-4444 / Illinois Relay 711

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