


# Workforce Center of Will County

## Schedule of Events June 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 Career Scholarships & Training
4. Click on "View The Orientation" and read the entire presentation (13 slides)
5. Click on "Sign Up For Testing" to reserve a spot for the TABE test

### 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

### Summer Job Fair

**Wednesday, June 14, 2023**

**12:00 p.m.-2:00p.m.- Students**

**2:00 p.m.- 4:00 p.m.- Public**

**90 Towncenter Dr. University Park, IL 60484**

Are you a high school student looking for a summer job? Join us for the opportunity to meet local employers and apply for available positions!



**Jobseekers can register with link:**

**<https://form.jotform.com/231135990537156>**

# WORKSHOP SCHEDULE

## Microsoft Word

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

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

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**Tuesday, 06/13, 2:00 p.m.**

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## Stand Out Résumés

**Wednesday, 6/14, 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, 6/20, 2:00p.m.**

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

## Interview Tactics

**Wednesday, 6/21, 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.

## NEW! Midland States Bank Presents: Making Budgets Work!

**Thursday, 6/15, 2:00p.m.**

Identify personal obstacles to budgeting and create and apply a structure to track and analyze spending. You will also list short, medium, and long-term goals and discuss the importance of debt reduction and building emergency savings. Ultimately, you will learn strategies to manage day-to-day spending

## Networking Strategies + LinkedIn Lab

**Monday, 6/26 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.

## Microsoft Excel: Intermediate

**Tuesday, 6/27, 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!



### Plainfield Public Library

15025 South Illinois Street, Plainfield  
Monday, 6/5, 9:30 am – 12:00 pm

### Fountaindale Public Library

300 W Briarcliff Road, Bolingbrook  
Monday, 6/5, 12:00 pm - 2:00 pm

### Special Event- Manhattan Elwood-Library

240 Whitson St., Manhattan  
Thursday, 6/8, 12:00p.m.- 2:00p.m.

### Steger Public Library

54 E 31st Street, Steger  
Thursday, 6/15, 9:30 am - 12:00 pm

### Crete Public Library

1177 Main Street, Crete  
Thursday, 6/15, 1:30-3:30p.m.

### Wilmington Public Library

201 S. Kankakee Street, Wilmington  
Wednesday, 6/21, 9:30 am - 12:00 pm

### New Lenox Public Library

120 Veteran's Parkway, New Lenox  
Wednesday, 6/21, 1:30 pm - 3:30 pm

### Will County Office Building

302 N Chicago Street, Joliet  
Wednesday, 6/23, 9:30 am - 12:00 pm