

WORKSHOP & EVENT SCHEDULE

TRAINING

Adult Education Services

Joliet Junior College Department of Adult Education and Literacy provides English as a Second Language classes, Basic Skill Development classes, High School Equivalency (GED) classes, and 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

Career Scholarship Orientation

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

Follow these steps to complete your 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 next steps

On The Job Training Orientation

Mon, 8/9, 10:00 a.m. Mon, 8/16, 10:00 a.m.

Mon, 8/23, 10:00 a.m. Mon, 8/30, 10:00 a.m.

On The Job Training (OJT) is available to Will County job seekers who are interested in learning new skills on the job. OJT is available in a range of high demand industries.

These sessions are offered virtually or in-person.

Contact Tiana at tiana.griffin@eesforjobs.com to register.

Job Search Tip of the Month

As a job seeker, maximize your job search by having your résumé work for you. Posting your résumés on various websites can increase your chances of securing an interview, allowing employers to review your résumés.

Post up to 3 résumés on the Workforce Services website:
<http://www.jobs4people.org/job-seekers/resume-gallery/>.

Post your résumé on the Illinois Department of Employment Security website:

https://illinoisjoblink.illinois.gov/ada/r/job_seeker

Workforce Center of Will County

August 2021

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.

All events are held at
2400 Glenwood Avenue in Joliet.

Contact us today to learn more.

Web: www.will.works

Phone: 815.727.4444

 Facebook: [WorkforceCenterofWillCounty](https://www.facebook.com/WorkforceCenterofWillCounty)

 Twitter: [@workwillcounty](https://twitter.com/workwillcounty)

 LinkedIn: [WorkforceCenterofWillCounty](https://www.linkedin.com/company/WorkforceCenterofWillCounty)

 YouTube: [WorkforceCenterofWillCounty](https://www.youtube.com/WorkforceCenterofWillCounty)



COMMUNITY EVENTS & JOB FAIRS

Workforce Center of Will County participates in many community events throughout Will County to assist job seekers with finding jobs or resources leading to employment. To see a current list of community events, visit www.will.works.

Workforce Center of Will County Resource Fair

Tues, 8/3, 10:00 a.m. to 2:00 p.m.

Learn about Will County services available to residents, including Veterans Assistance Commission—and more! Sign up for a variety of Workforce Center services and meet with county/state departments that are hiring.

Job Fair In-A-Bag

Every Wed, 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 that are hiring and resources for your job search, including résumés, interviewing and more!

Village of Romeoville Job Fair

Wed, 8/25, 4:00 p.m. to 6:00 p.m.

Edward Hospital Athletic & Event Center
55 Phelps Ave., Romeoville, IL 60446

Bring your resume and meet with businesses that are hiring. For a list of businesses attending visit www.romeoville.org

WORKSHOPS

Microsoft Excel

Wed, 8/4, 10:00 a.m.

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

Standout Résumés Workshop

Thurs, 8/5, 2:00 p.m.

Learn the basics of creating a competitive résumé and cover letter. Individual resume reviews are available upon request.

Successful Interviewing Workshop

Mon, 8/9, 2:00 p.m.

Learn how to prepare for a job interview so you will be confident and ready to make a positive impression. Individual, digitally recorded mock interviews are available upon completion of this workshop.

Microsoft Word

Tues, 8/10, 10:00 a.m.

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

Transferable Skills Workshop

Fri, 8/13, 10:00 a.m.

Learn how to identify and use your skills to transition to a new job or career.

Video Conferencing Workshop

Tues, 8/17, 2:00 p.m.

Learn technology, tools, and best practices when conducting virtual meetings.

Microsoft PowerPoint

Wed, 8/18, 10:00 a.m.

Learn the basics to advance your Microsoft skills and create a professional presentation.

Master Your Job Search Workshop

Mon, 8/23, 2:00 p.m.

A review of basic job search techniques, including networking, how to use the Internet to conduct your job search, and salary negotiation.

Networking Tools for Today's Job Market

Thurs, 8/26, 2:00 p.m.

Learn the process of how to use a variety of tools to maximize your network. This workshop includes how to create & use job search networking business cards. Learn about social media outlets that are being used for job search.

LinkedIn Lab – Maximize Your Profile

Tues, 8/31, 10:00 a.m.

Make the most of your basic LinkedIn account in this hands-on lab where we will review LinkedIn features and best practices to maximize your profile for success in finding your next job.

Unable to Attend an In-Person Workshop?

Visit WCWC Facebook page to watch any of the workshop videos at the convenience of your own home and/or your schedule.

 **Facebook:** [WorkforceCenterofWillCounty](https://www.facebook.com/WorkforceCenterofWillCounty)



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www.will.works



americanjobcenter

