

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, 10/4, 10:00 a.m. Mon, 10/18, 10:00 a.m.

Mon, 10/25, 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

The purpose of the résumé is not to get the job but to get the interview. Your résumé should include your most important career highlights, not every detail of your work history. Your résumé should be:

- 1). Clear, easy to read and easy to follow
- 2). Accomplishment focused
- 3). Relevant to the open position

If you would like a Certified Professional Résumé Writer to review your résumé, please email:

careerservices@jobs4people.org

Workforce Center of Will County

October 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.

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!

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

WORKSHOPS

Master Your Job Search Workshop

Mon, 10/4, 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.

Video Conferencing Workshop

Tues, 10/5, 10:00 a.m.

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

Networking Tools for Today's Job Market

Thurs, 10/7, 10:00 a.m.

Learn the process of how to use a variety of tools to maximize your network. Learn about social media outlets that are being used for job search.

Microsoft PowerPoint

Tues, 10/12, 10:00 a.m.

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

Standout Résumés Workshop

Thurs, 10/14, 2:00 p.m.

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

Microsoft Word

Tues, 10/19, 2:00 p.m.

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

Transferable Skills Workshop

Wed, 10/20, 10:00 a.m.

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

Successful Interviewing Workshop

Fri, 10/22, 10:00 a.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 Excel

Tues, 10/26, 2:00 p.m.

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

LinkedIn Lab – Maximize Your Profile

Wed, 10/27, 2:00 p.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.



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www.will.works



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