

WORKSHOP & EVENT SCHEDULE

Workforce Center of Will County

November 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)



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, 11/1, 10:00 a.m.

Mon, 11/8, 10:00 a.m.

Mon, 11/15, 10:00 a.m.

Mon, 11/22, 10:00 a.m.

Mon, 11/29, 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 Cleopatra at cleopatra.cook@eesforjobs.com to register.

Job Search Tip of the Month

Plan Ahead – Complete these steps before starting your job search, to make the process faster and easier.

- 1) Organize yourself and your schedule to search for jobs more efficiently.
- 2) Create a schedule, like the recommended one in the Job Search Blueprint workshop.
- 3) Determine how many hours per day or what days of the week you will dedicate to job hunting or networking.
- 4) Create a spreadsheet to track job application progress.
- 5) Set-up a professional email account to keep your job search messages separate and organized from your personal ones.

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!

Illinois State Job Fair

Thurs, 11/18, 10:00 a.m. to 1:00 p.m.

In partnership with Illinois Department of Employment Services and Illinois Department of Corrections, a job fair will be held along with up to seven other state agencies that are hiring. IDOC will be hiring 80 Treatment Officers for their new Joliet Treatment Center opening in January 2022.

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

Microsoft PowerPoint

Tues, 11/2, 2:00 p.m.

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

Job Search Blueprint

Wed, 11/3, 10:00 a.m.

A review of basic job search techniques, including job search organization, using the internet to conduct your job search, and the do's and don'ts of salary negotiations.

Networking Strategies

Fri, 11/5, 10:00 a.m.

Discover a variety of tools to maximize your network, including how to use social media outlets to share your job search.

Standout Résumés

Mon, 11/8, 2:00 p.m.

Develop a competitive résumé and cover letter to maximize your potential. Individual résumé reviews are available upon request.

Microsoft Word

Tues, 11/9, 10:00 a.m.

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

Interchangeable Skills

Tues, 11/16, 2:00 p.m.

Transitioning to a new job? Identify skills that will transfer from industry to industry.

Interview Tactics

Wed, 11/17, 10:00 a.m.

Tips to prepare for a job interview so you will be confident and ready to make a positive impression. Individual mock interview appointments are available upon completion of this workshop.

LinkedIn Lab – Maximize Your Profile

Tues, 11/23, 2:00 p.m.

Make the most of your 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.

Microsoft Excel

Tues, 11/30, 10:00 a.m.

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



2400 Glenwood Avenue | Joliet, IL 60435
Phone: 815.727.4444 | Illinois Relay: 711

www.will.works



[americanjobcenter](http://americanjobcenter.org)

