

# 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](http://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. Select an in-person or online orientation below.

Attend an in-person industry orientation on:

**Thurs, 12/9, 2:00 p.m.**    **Thurs, 12/23, 2:00 p.m.**

**Thurs, 12/30, 2:00 p.m.**

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 next steps

### On The Job Training Orientation

**Mon, 12/6, 10:00 a.m.**    **Mon, 12/13, 10:00 a.m.**

**Mon, 12/20, 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.

To register, go to: <https://bit.ly/3dR42aC>.

# Workforce Center of Will County

## December 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](http://www.will.works)

**Phone:**    815.727.4444

 **Facebook:** WorkforceCenterofWillCounty

 **Twitter:**    @workwillcounty

 **LinkedIn:** WorkforceCenterofWillCounty

 **YouTube:** WorkforceCenterofWillCounty



### Mobile Workforce Center

Not close to Joliet?

Check out the Mobile Workforce Center, visit

<https://jobs4people.org/job-seekers/mobile-workforce-center/>  
for a current schedule.



# 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](http://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

## Job Search Tip of the Month

While you may want to pause your job search during the holidays, there are many reasons to continue your job search during this time. There may be less competition, networking opportunities, potential temp-to-perm job, or additional compensation for the holidays.

Here's 7 tips for job searching during the holidays:

- 1) Update your resume
- 2) Create a schedule
- 3) Reconnect with your network
- 4) Use your free time wisely
- 5) Become a volunteer
- 6) Attend holiday events
- 7) Consider a seasonal job

To read the full article, go to: <https://www.indeed.com/career-advice/finding-a-job/job-search-during-the-holidays>

# WORKSHOPS

## Job Search Blueprint

Fri, 12/3, 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.

## Microsoft PowerPoint

Tues, 12/7, 10:00 a.m.

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

## Networking Strategies

Wed, 12/8, 2:00 p.m.

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

## Microsoft Word

Tues, 12/14, 2:00 p.m.

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

## Standout Résumés

Fri, 12/17, 10:00 a.m.

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

## Microsoft Excel

Tues, 12/21, 2:00 p.m.

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

## Interchangeable Skills

Wed, 12/22, 10:00 a.m.

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

## Interview Tactics

Mon, 12/27, 2:00 p.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

Wed, 12/29, 10:00 a.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.

To register for the above workshops, scan or visit:



<https://www.surveymonkey.com/r/SNPZYX>



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

[www.will.works](http://www.will.works)



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