

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. Select an in-person or online orientation below.

Attend an in-person industry orientation on:

Thurs, 1/6, 2:00 p.m. **Thurs, 1/13, 2:00 p.m.**

Thurs, 1/20, 2:00 p.m. **Thurs, 1/27, 2:00 p.m.**

Follow these steps to complete an online 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 Meet & Greet

On The Job Training (OJT) is available to Will County job seekers who are interested in learning new skills on the job. Come meet us and network with Job Seekers and Employment Partners. Please view the OJT orientation by clicking this link if you are unable to attend: <https://www.jobs4people.org/job-seekers/training/>.

OJT Meet & Greet

Workforce Center of Will County
2400 Glenwood Ave., Joliet, IL 60435

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

Mon, 1/24, 2:00 p.m.

OJT Meet & Greet ON-THE-GO!

Wilmington Public Library District
201 S. Kankakee St., Wilmington, IL 60481

Thurs, 1/20, 1:00 p.m. - 2:30 p.m.



Workforce Center of Will County

January 2022

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

 **Twitter:** @workwillcounty

 **LinkedIn:** WorkforceCenterofWillCounty

 **YouTube:** 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!

Career Fair for Individuals with Disabilities

Frankfort Township, 11000 W. Lincoln Highway, Frankfort, IL
Tues, 1/25, 4:00 p.m. to 6:00 p.m.

Knowing that not all disabilities are visible, this event is open to job seekers with any type of disability. For an up-to-date list of the participating businesses, visit: www.will.works.

Per CDC Guidelines: Attendees must wear masks.

Job Search Tip of the Month

Wouldn't it be great if you knew exactly what questions a hiring manager would be asking you in your next job interview? We can't read minds, unfortunately, but we'll give you the next best thing: a list of more than 40 of the most asked interview questions, along with advice for answering them all.

Here's a list of the first 5 interview questions:

- 1) Tell Me About Yourself.
- 2) How Did You Hear About This Position?
- 3) Why Do You Want to Work at This Company?
- 4) Why Do You Want This Job?
- 5) Why Should We Hire You?

To learn how to answer these questions and more, read the full article at: <https://www.themuse.com/advice/interview-questions-and-answers>

Follow the WCWC Facebook page for job postings and updated events in the community.

 **Facebook:** WorkforceCenterofWillCounty



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

www.will.works



americanjobcenter



WORKSHOPS

Job Search Blueprint

Mon, 1/3, 2:00 p.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, 1/4, 2:00 p.m.

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

Microsoft Word

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

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

Networking Strategies

Fri, 1/14, 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

Wed, 1/19, 2:00 p.m.

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

Interview Tactics

Fri, 1/21, 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.

Microsoft Excel

Tues, 1/25, 10:00 a.m.

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

Interchangeable Skills

Wed, 1/26, 2:00 p.m.

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

LinkedIn Lab – Maximize Your Profile

Mon, 1/31, 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.

To register for the above workshops, scan or visit:



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