

## What can we do to Help?

Come to an Information Session to learn more.

Are you...  
- A Job Seeker?

Need to...  
- Enhance your Skills?

Want to...  
- Explore a new Career?



Next WIOA Information Sessions:

**Thursday, April 5 and 19**  
**9:30 - 10:30am**

Apply for potential training ONLINE at:  
[www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com) or  
Pick up an application in our Resource Room.

### JOB SEARCH WORKSHOP

**Wednesday, April 11, 9 - 11am**

**Monday, April 23, 9 - 11am**

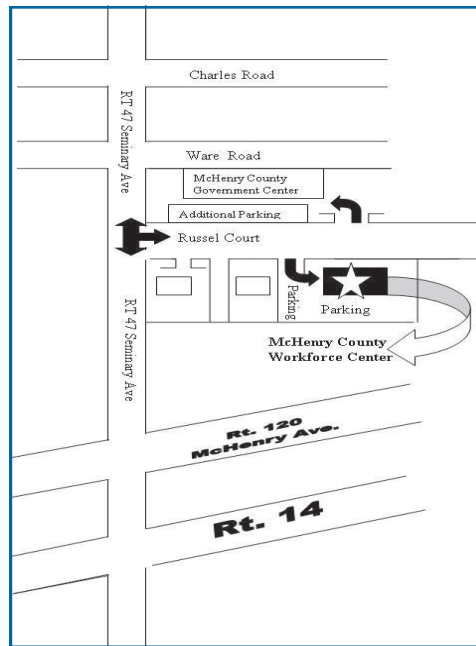
The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you may have never used or need a little assistance with the interview process, networking, phone and email messages.

### Explore the Illinois Workforce Portal

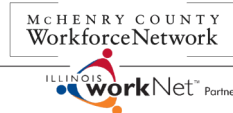
[www.illinoisworknet.com](http://www.illinoisworknet.com)

Set up an account today and discover career and labor market resources such as...

- A career skills and interest assessment that will recommend jobs and career areas tailored to you and provide links to occupational descriptions including salary and job outlook.
- Guidance on how to plan a job search, create a resume and start networking.



Parking permitted in MCWN lot and across the street in Government Center ONLY. ALL OTHER LOTS WILL TOW VEHICLES.



**500 Russel Court**  
**Woodstock, IL 60098**  
**Phone (815) 338-7100**  
**Fax (815) 338-7125**

[www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com)



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

*Si es necesario, llamar al 888-528-6692 para la traducción y comprensión de la información en este documento.*

# April 2018

MCHENRY COUNTY  
WorkforceNetwork



## McHenry County Workforce Center

500 Russel Court  
Woodstock, IL 60098  
(815) 338-7100 x2771  
[workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)

Resource Room Hours  
Monday-Friday  
8:30am - 4:00pm

A proud partner of the  
**americanjobcenter**  
network

# Career Workshops and Services

## *Personalized Job Search Assistance Services*

To sign up, contact the professional directly by email.

### **RESUME CRITIQUE** - 30 - 45 minute sessions

Dean Eitel - 1st and 3rd Mondays  
10am-12pm

Email: [deitel@depaul.edu](mailto:deitel@depaul.edu)

Michael Kelley - 2nd and 4th Wednesdays  
9 - 11:15am

Email: [jmrohn@co.mchenry.il.us](mailto:jmrohn@co.mchenry.il.us)

Kathy Hayhurst - 2nd Friday  
9 - 11:30am

Email: [mcwnkmh@gmail.com](mailto:mcwnkmh@gmail.com)

### **MOCK INTERVIEW** - 60 minute sessions

Dan Jahrke - 1st and 3rd Thursdays  
11am - 2pm

Email: [mcwnjahrke@outlook.com](mailto:mcwnjahrke@outlook.com)

### **Former and Returning Military Personnel**

Dennis Nix - Tuesdays - 9 - 11am  
[mcwndtn@gmail.com](mailto:mcwndtn@gmail.com)

### **LINKEDIN CRITIQUES**

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - 2nd and 4th Mondays  
9:00am - 12:00pm

[mcwnbennett@hotmail.com](mailto:mcwnbennett@hotmail.com)

## ***On Site JOB FAIRS***

***Wednesday, April 11, 10am - 1pm***  
***Home Instead Senior Care***

***Friday, April 13, 10am - 1pm***  
***Kimco Services***

For an updated list and more information visit:  
[www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com)

## ***Seating is Limited for all Workshops and Services!***

To reserve your space call (815) 338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)

### **CAREER PATHWAYS WORKSHOP**

***Tuesday, April 10, 1 - 2:30pm***

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

### **RESUME AND COVER LETTER WORKSHOP**

***Tuesday, April 17, 1 - 3:30pm***

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please bring a digital copy of your current resume if you have one. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

### **INTERVIEW WORKSHOP**

***Tuesday, April 24, 1 - 3:30pm***

This workshop is designed to give tips and trick on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

### **CAREER GUIDANCE**

***April 16 - May 14***

***Monday's 9 - 10:30am***

Career Guidance is a 5 week class designed to provide information, education and support while you job search.

**Week 1** - Introduction: Develop your employment goals based on your strengths

**Week 2** - Organization and Search: Maintain the everyday life while in job search

**Week 3** - Resources: Take advantage of resources around you

**Week 4** - Brain Power: Learn the tricks to keep a healthy one

**Week 5** - Achieving the Goal: Layout the plan for your success

**Registration is required. Call 815-334-2785 OR email [jmrohn@co.mchenry.il.us](mailto:jmrohn@co.mchenry.il.us) to reserve your space!**

## **NETWORK TO SUCCESS JOB CLUB**

McHenry County Workforce Center  
500 Russel Court, Woodstock, IL

### **LINKEDIN - Job Search**

***Wednesday, April 11***

***1 - 4pm***

This LinkedIn session is about using this great networking tool for job search. Topics include building your profile, developing your work experience and understanding why a profile is more than a resume. Learn the different elements available on LinkedIn and how to create job search alerts. This confidence building workshop empowers you to create and market your skills & experience.

*Presented by Bruce Bennett - Consultant & Career Coach*

***Remember to stay for our networking session that follows each presentation!***

### **REENTRY (Ex-Offender) WORKSHOP**

Do you know how to highlight your skills and present them to an employer? Conduct a successful job search? Get training for high growth jobs? Find answers and more. For more information, or to sign up call Jake Rohn (815)334-2785 or email

### **COMPUTER CLASSES**

***All classes are held 10am - 12pm***

***Friday, April 13 - Microsoft Excel 2013***

***Friday, April 27 - Microsoft PowerPoint 2013***

**Seating is limited. You must reserve your space by calling (815) 338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

## ***Career Workshops and Services***

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.