

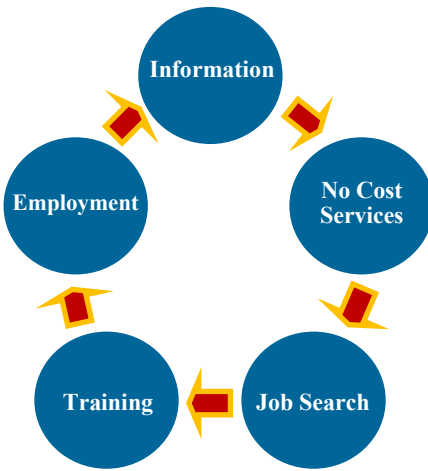
## What can we do to Help?

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, August 23**  
**9:30 - 10:30am**

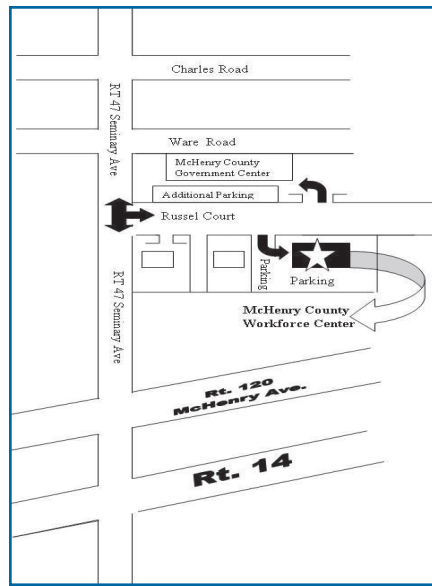
Apply for potential training ONLINE at:  
[www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com) or  
Pick up an application in our Resource Room.

**JOB SEARCH WORKSHOP**  
**Wednesday, August 8, 9 - 11am**  
**Monday, August 20, 9 - 11am**

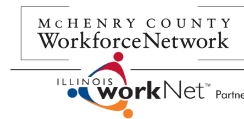
The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you may have never used or need a little assistance with the interview process, networking, phone and email messages.

**REENTRY (Ex-Offender)**  
**JOB SEARCH GROUP**  
**Tuesday's, 10 - 11am**

This group is designed to aid individuals with barriers to employment to get on the right track with their job search. We will discuss how to highlight your skills to an employer and review helpful interview strategies. **Registration is required. Call 815-334-2773 OR email [PCHall@mchenrycountyil.gov](mailto:PCHall@mchenrycountyil.gov) to reserve your spot.**



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.***

*AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, Il 60098. 815-338-7100 ext. 2793*

# August 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)

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

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

#### MOCK INTERVIEW

60 minute sessions

Dean Eitel - August 22  
1 - 3 pm

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

#### 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)

#### COMPUTER BASICS

*Wednesday, August 22, 8:30am - 12:30pm*

Computer Basics is a course for those who have little or no experience with computers. The course is designed to give learners both information about how computers operate, as well as hands-on experience using basic computer applications. Topics covered include: Understanding Computer Hardware & Software, What is the Network and How to Login, Using Windows, Creating Folders and Storing Files, Shutting Down and Virus Protection, and Basic Word Processing Skills.

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.

### 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)

#### Resumes, Cover Letters and Applying On-line

*Thursday, August 9, 10am -12pm*

This presentation will cover building the elements of your resume. Cover letters are optional or are they? We will explore versions to include with a resume. Discover many of the do's and don'ts for applying online to a company website.

#### Getting Started with Linked In

*Thursday, August 9, 1 -3pm*

This program takes an individual through the initial signup, account verification and then adding their basic work information to populate their profile. Topics include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. Learn the different elements available on LinkedIn and where to focus your attention. In order to create a LinkedIn profile, **you will need to verify your email address** so be sure to know your email password. Please bring a printed copy of your resume or have it on a flash drive.

#### LinkedIn Basics and Best Practices

*Thursday, August 23, 10am - 12pm*

Expand your knowledge of LinkedIn with this overview of LinkedIn usage and the best practices to incorporate on a regular basis. Learn how to successfully build your network of connections and the filtering that LinkedIn features with their search tool. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn.

#### Tips for a Winning Interview

*Thursday, August 23, 1 - 3pm*

Preparation is a key element to acing an interview. This presentation covers an in depth overview of the interview process. Realize the interview process begins with self awareness and knowing about the company, which includes researching the company and individuals. We will cover the best approaches from the initial phone screen to the face to face meeting with the hiring manager. Attendees will hear great answers to several basic questions, including the dreaded "Tell Me about Yourself".

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)

### ARE YOU LOOKING FOR A JOB?

*You are invited to attend*

#### JOB SEARCH SURVIVAL SESSION

*Tuesday, August 14  
10—11:30am*

Do you live in McHenry County or have you been laid off by an employer located in McHenry County?

Come to this FREE event to learn the skills to surviving your layoff. Topic covered will include: Preparing for you job search, employer connections, paid work experience, on-the-job training and a special presentation by Vicki Madigan, Insurance Agent / Broker from Madigan Insurance Group. For more information please call Thom at 815-334-2798.

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

#### COMPUTER CLASSES

*All classes are held 10am - 12pm*

*Friday, August 3 - Microsoft Excel 2013*

*Friday, August 24 - Microsoft Word 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)

*Explore the Illinois Workforce Portal  
[www.illinoisworknet.com](http://www.illinoisworknet.com)*

### On Site JOB FAIRS

*10am - 1pm*

*August 1, Cross Mark - Sam's Club  
August 13 - Sustainable Staffing  
August 16 Allied Plastics Staffing*

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