

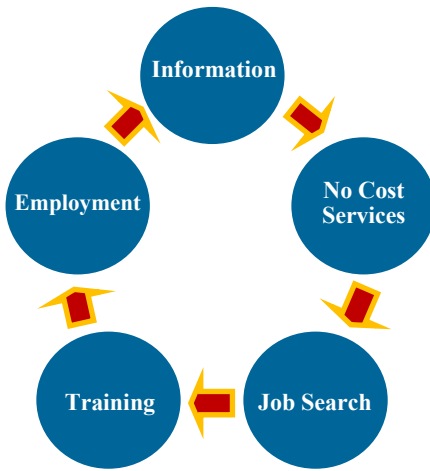
What can we do to Help?

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:

Wednesday, September 5
Thursday, September 20
9:30 - 10:30am

Apply for potential training ONLINE at:
www.mchenrycountyworkforce.com or
Pick up an application in our Resource Room.

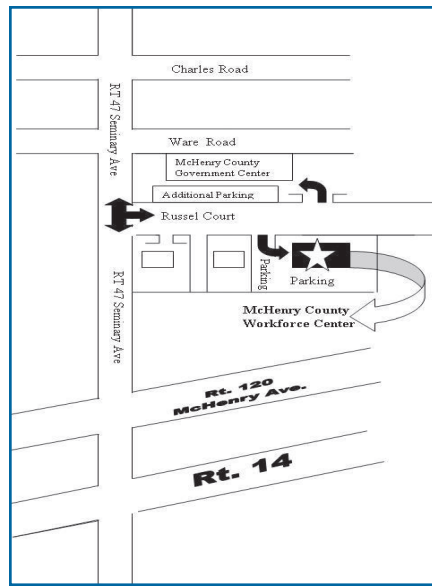
JOB SEARCH WORKSHOP

Wednesday, September 12, 9 - 11am
Monday, September 24, 9 - 11am

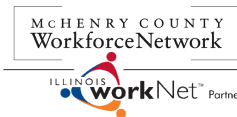
The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you may have never used or need a little assistance with the interview process, networking, phone and email messages.

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 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



*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

September 2018

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
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

Kathy Hayhurst - 2nd Friday
8:30 - 11:30am

Email: mcwnkmh@gmail.com

MOCK INTERVIEW

60 minute sessions

Dean Eitel - September 19
1 - 3 pm

Email: deitel@depaul.edu

Former and Returning Military Personnel

Dennis Nix - Tuesdays - 9 - 11am
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

COMPUTER BASICS

Wednesday, September 26, 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

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

Resumes, Cover Letters and Applying On-line

Thursday, September 6, 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, September 6, 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, September 20, 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, September 20, 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

NETWORK TO SUCCESS JOB CLUB

IDENTITY THEFT: FROM PROTECTION TO RECOVERY

Wednesday, September 12, 2018
1 - 4pm

Do you know how to recognize that someone may be stealing your identity and what to do? This presentation will suggest some of the red flags to be aware of, as well as how to avoid becoming a victim. If your identity has been stolen, there are specific steps that need to be taken to protect yourself and recover.

Presented by: State's Attorney Patrick Kenneally

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

COMPUTER CLASSES

All classes are held 10am - 12pm

Friday, September 14 - Microsoft PowerPoint 2013

Friday, September 28 - Microsoft Excel 2013

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

Explore the Illinois Workforce Portal

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.

CLOSED

Monday, September 3
for Labor Day