

FEBRUARY 2012 WORKSHOP SCHEDULE

SPECIAL SERVICES AT THE JOB CENTER

- > **CLC Adult Education**,
Mondays 1:00-4:00
- > **IDES Unemployment Claims** Tuesdays &
Wednesdays
- > **IDES—veterans service**
Monday, call 847.543.7480
for appt.
- > **IDES-ex-offender service**
Thursdays & Fri morning,
walk-in or call
847.543.7454 for appt.
- > **DHS** (IL Dept. of Human
Svcs) food stamp & pub aid
applications
Tuesdays 1:00 to 3:00
- > **Job Corps**—call 262-697-
4741 for more information

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| Tuesday, Feb. 7 10:00 to 11:30 <i>Eva Locke</i> | Illinois workNet: Your Online Career Tool In this hands-on computer workshop, you will register for and use this dynamic career tool! <i>Participants must be familiar with the internet and must have an email account.</i> |
| Friday, Feb. 10 10:00 to 11:30 | Career Services for ex-offenders Are you having a hard time finding a job because of your past? Take a step to employment! Meet staff from local programs that can help you turn your life around. |
| Friday, Feb. 10 3:00 to 4:00 Kim Becker MBX Industries | GUEST SPEAKER SERIES: Can't understand why your resume gets overlooked? Wonder where your interview got off track? Learn from the person who is looking for good talent. Would she find you? Register by calling 847-377-3446 |
| Tuesday, Feb. 14 10:00 to 11:30 <i>Kay Dewane</i> | Write Yourself Into the Job Review resume & cover letter strategies. Create dynamic documents that feature your best skills! |
| Wed., Feb. 11 11:00 to 1:00 <i>David Brooks</i> | Job Corps Orientation (program for youth ages 16 to 24) Learn about this program that provides vocational training for youth. For more information call 262-697-4741 |
| Monday, Feb. 13 2:00 to 4:00 <i>Carmen Diaz</i> | Buscando Empleo: Nivel Básico-Correo Electrónico (Basic Job Search-Email workshop in Spanish) Call 847-543-2872 for more information |
| Tuesday, Feb. 14 4:00 to 4:30 <i>Miesha Ransom</i> | College of Lake County information session Are you interested in higher education? Learn about certification and career programs offered by the College of Lake County. No matter your age, it's not too late to return to school! |
| Feb. 20 & 21 1:00 to 5:00 | Electronic Job Search <i>You must attend both days of the workshop.</i> This workshop takes place in the computer lab. Use Illinois Worknet to locate job openings and important career information! Practice contacting employers via email. |
| Tuesday, Feb. 21 10:00 to 11:30 <i>Katy McGuinnis</i> | Target Your Perfect Job Learn how to spend less time looking for work by strategically targeting the best job for you! |
| Monday, Feb. 27 2:00 to 4:00 <i>Rafael Garcia</i> | Buscando Empleo: Nivel Intermedio-Currículo (Intermediate Job Search-Resume workshop in Spanish) Call 847-543-2872 for more information |
| Tuesday, Feb. 28 10:00 to 11:30 <i>Katy McGuinnis</i> | Interviewing Techniques How can you answer the tough question in an interview? Learn to put your best foot forward in this workshop! |

To learn more about the Job Center, attend an information session!

Tuesdays at 3:00 pm
Thursdays at 11:00 am

No reservation required, but you must be on time!

*Did you notice our new Tuesday morning series?
A job search workshop is available every Tuesday at 10am!
Attend all four workshops and become a job search pro!*

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Career Counseling & Assessment available by appointment

**Assessments available include the Myers Briggs Personality Test
& the Strong Interest Inventory.**

*A Career Counselor from the College of Lake County, Career & Placement Services
visits the Waukegan Job Center once a week.
Call 847-543-2059 for an appointment.*

Open Lab: Every **Wednesday** from 1:30 to 4:00 pm

First come-first serve. Due to the popularity of this event, please arrive before 2:30 pm to be assured of service.

Get assistance in the computer lab with the following:

- Finding job openings via the internet
- Filling out an online job application
- Creating a first-time resume

RESUME REVIEW-available by appointment

Email your completed resume and phone number to
jobcenter@lakecountyil.gov

A staff member will contact you with the next available appointment time.

Resume reviews will be held at the Waukegan Job Center.