

Career and Placement Services and Job Center of Lake County

February 2012 Workshops- Grayslake Campus

Most of the workshops are held at the College of Lake County Grayslake Campus Job Center.

Special Services offered in the Grayslake job Center of Lake County.

Every Tuesday (CLC Adult Education)
Walk-In Computer and Resume Assistance (Flash Drive Required)
8:30 a.m. - 12:30 p.m.

Every Wednesday (CLC Students)
Walk-In Resume Assistance (Flash Drive Required)
10:30 a.m.-1:30 p.m.
By Appt: M-F 8:00 a.m.-4:30 p.m.
(847) 543-2485

Every Thursday (Job Center Staff)
Walk-In Resume Assistance (Flash Drive Required)
8:30 am - 11:30 a.m.

CLC Career & Placement Services
Resume Assistance (Flash Drive Required)
Career Counseling
(847) 543-2059

Rehabilitation Services
Wednesdays
8:30 a.m. - 12:30 p.m.

Department of Human Services
Thursdays
8:30 a.m. - noon

Disability Works
1st & 3rd Wednesday
9:00 a.m. - 3:00 p.m.

SERS Services
Tuesdays
8:30 - 11:00 a.m.

IDES Services for Veterans
M-F 8:30 a.m. - 5:00 p.m.

Information Sessions:
Tuesdays
2 - 3 p.m.
(Training focus)
Wednesdays
11 a.m. - 12 p.m.
(Training focus)
Thursdays 10 - 11 a.m.
(Employment focus)

Job Corps.
Third Tuesday of the month
11:00 a.m. - 12:00 p.m.

Wednesday, February 1 and 15
3:00 - 4:30 p.m.

Guidance for Ex-offenders

Michael Kocent, Illinois Department of Employment Security

Ex-offenders can face challenges when seeking employment. Attend this workshop to learn how to look for employment.

**Room
E139**

Thursday, February 2, 9, 16, and 23

10:00 a.m. - 12:00 p.m.

Veterans' Weekly Job Club

Judy Leonard, Illinois Department of Employment Security

A weekly group that provides employment and training related information for veterans and eligible persons.

**Room
E139**

Monday, February 6, 13, 20, and 27

11:00 a.m. - 12:30 p.m.

Job Support Group

Candace McMahan, College of Lake County, Career & Placement Services

Recognize and manage the stress of searching for employment. Each session will focus on gaining and keeping a positive mindset. Share your success and concerns from the job-seeker perspective and remain on track with your job search.

**Room
T232**

Thursday, February 9, 2012

4:30-6:00 pm

Resume Workshop

Gail Norris, Lakeshore Campus, Career and Placement Services

Do you need tips to writing a resume that will help you at an interview? If you answered yes, bring a copy of a job description you are interested in, a thumb drive or disc to save your work and walk away with a winning resume.

**Room
S208**

Monday, February 13

10:00 - 11:00 am

From Goal Sore to Goal Score

Laura Menze, MBA CPCC ACC, Executive Life Coach

Tired of setting goals that just don't seem to get accomplished? Have your goals become a pain in the butt instead of a glorious, effortless win? Want to know the formula for success? Learn how to clearly define and align your goals and why this is so important.

**Room
T232**

Monday, Wednesday & Friday (13, 15, 17, 20, 22, & 24)

(2 Weeks)

1:00 - 5:00 p.m.

Free Career Development Class

Increase your employment opportunities by learning the following:

- How to create a great resume
- What employers are looking for
- How to position yourself for the job interview

For more information Contact Carmen Diaz: (847)-543-2872

**Building 4
Room
404**

Wednesday, February 29

2:00 - 3:00 p.m.

College Central Network www.collegecentral.com/clcillinois

Annette Hines, College of Lake County, Career and Placement Services

Students, faculty, alumni and community members learn how to create resumes, find jobs, internships, and mentors on the College of Lake County's College Central Network database.

**Room
E125**

On Campus Recruiting

February 1, 2012

Randstad Staffing
10:30 a.m. – 2:00 p.m.
Anderson Court

Old School Montessori

10:30 a.m. - 2:00 p.m.
Job Center Space #1

US Army
10:30 a.m. – 2:00 p.m.

Lancer (LL)

February 8, 2012

Direct Entertainment Marketing

10:30 a.m. – 2:00 p.m.
Anderson Court

February 15, 2012

Mac's Property Management
Services

10:30 a.m. – 2:00 p.m.
Anderson Court

February 29, 2012

Western Transportation
10:30 a.m. – 2:00 p.m.
Anderson Court



College of Lake County
Career and Placement Services
19351 West Washington Street
Grayslake, Illinois
(847)543-2059 (Phone)
(847)543-2667 (Fax)
Monday-Thursday-
8:00 a.m.-6:30 p.m.
Friday 8:00 a.m. - 4:30 p.m.
www.clcillinois.edu/cps
www.lakecountyjobcenter.com
www.collegecentral.com/clcillinois

Tuesday, February 14

10:00 - 11:00 a.m.

Know Your Credit

Brown & Phil Lehner

Learn how to read your credit report and how to build & repair your credit history.

**Room
E125**

Thursday, February 16

1:00 - 3:00 p.m.

LinkedIn for Beginners

Lisa Kocourek, College of Lake County, Career and Placement Services

What in the world is LinkedIn? Isn't Facebook enough for me to learn? In this hands on workshop, learn the basics of the social networking site LinkedIn.com and how it can be useful in your job search. Learn how to create an account, complete your LinkedIn Profile, invite and create contacts, and how to join groups on LinkedIn.

**Room
T341**

Wednesday, February 22, 2012- Location: 1 N. Genesee St. Waukegan, IL

10:00 -11 a.m.

How to Write the Perfect Resume and Cover Letter

Jon Rademacher, Office Team, Staffing Manager

Come join us to discuss the attributes of a strong resume, cover letter and common mistakes to avoid.

**Lower
level
Room
008**

Thursday, February 23

1:00 - 3:00 p.m.

Advanced LinkedIn

Lisa Kocourek, College of Lake County, Career and Placement Services

Already have a LinkedIn account and want strategies for using it in your job search? This workshop is for those who already have an account, profile, contacts and are members of groups on LinkedIn. This advanced workshop will focus on how to best utilize LinkedIn as a useful form of social media in your job search.

**Room
T341**

Monday, February 27

10:00 - 11:00 a.m.

Self Leadership

Laura Menze, MBA CPCC ACC, Executive Life Coach

Want to know what it takes to be a strong leader? Start by effectively leading yourself. Learn the importance of self-leadership and the power you have within yourself. Learn how leading yourself builds confidence and how your new found confidence makes others notice you and how effective you are in your own life. Being an effective leader to yourself begins to prepare you in leading others. After all, if you can't lead yourself, how can you lead others?

**Room
T232**

Tuesday, February 28

1:00 - 2:00 p.m.

Better Education=Better Career

Kendra Charts, College of Lake County, Career Programs Recruiter

Representatives from the College of Lake County and the University Center will present the many educational options available close to home. Hot careers, how to get started and ways to fund your education will be discussed.

**Room
E124**

Tuesday, February 28

4:30-5:30 p.m.

Job Searching the Internet Process

Gail Norris, Lakeshore Campus, Career and Placement Services

Recognize and manage the stress of searching for employment and develop a winning plan. Focus on gaining and keeping a positive mindset. Share your success and concerns from the job-seeker perspective and remain on track with your job search.

**Room
S208**