

March 2019

## Workshops at the Job Center of Lake County

1 N Genesee St., Waukegan, IL 60085 847.377.3450

www.lakecountyjobcenter.com jobcenter@lakecountyil.gov



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE  
A proud partner of the [americanjobcenter](#) network

<b>Mon, March 4</b> 1:00 to 2:30 Warren Thomas	<b>Job Search Suite: Job Search and Networking</b> — Learn how to spend less time looking for work by strategically targeting the best job for you! Practice networking. Identify the top websites to locate hot jobs.
<b>Tues, March 5</b> 9:30 to 12:00	<b>Walk-in Rehabilitation Services</b> —Department of Human Services—Division of Rehabilitation Services assists individuals with disabilities. Stop in for a one-on-one employment consultation. Learn to effectively manage disabilities in the workplace.
<b>Tuesdays,</b> <b>March 5 and 19</b> 9:30 to 12:00	<b>Walk-in Behavioral Health Services</b> —Independence Center provides Behavioral Health Services to Adults 18 and above. Speak with an employment specialist regarding ongoing employment, educational, social, housing opportunities and support.
<b>Mon, March 11</b> 1:00 to 2:30 Warren Thomas	<b>Job Search Suite: Resume and Cover Letters</b> — Review resume and cover letter strategies. Create dynamic documents that feature your best skills. Learn how to explain your skills in an interview.
<b>Tuesdays,</b> <b>March 12 &amp; 26</b> 10:00 to 12:00	<b>Walk-in Legal Assistance (Ready to Work Initiative)</b> —The Ready to Work Initiative offers free legal services to low income people who have legal barriers to getting or keeping a job. Check in <b>before 10:00</b> for service. Call <b>847.662.6925</b> with questions or visit <a href="#">www.pslegal.org</a>
<b>Wed, March 13</b> 12:00 to 1:00 Tom Boyle	<b>Navigating a Corporate Career</b> Guest speaker Tom Boyle has over 30 years of experience at large corporations. Join him for this interactive discussion of what companies are like on the inside and what they look for in employees.
<b>Thur, March 14</b> 9:30 to 11:00 Susie Rodriguez	<b>Stretch Your Budget</b> — Regardless of your income level, a budget can help you build and maintain a satisfying lifestyle. Learn some of the top personal finance tips for 2019 in this interactive workshop. Also learn about the programs of Catholic Charities including Family Self-Sufficiency and Housing/Emergency Assistance.
<b>Wed, March 18</b> 10:00 to 11:30 Warren Thomas	<b>Job Search Suite: Interviewing</b> — Learn how to explain your skills in an interview. Practice responding to challenging questions about your work history or background.
<b>Wed, March 20</b> 11:00 to 12:00	<b>Orientation for ConstructionWorks — Powered by the Illinois Tollway</b> Are you interested in a rewarding career in construction? ConstructionWorks powered by the Illinois Tollway is a <b>free</b> training program designed to link job seekers with opportunities for rewarding careers in Illinois' high demand transportation-related construction industry.
<b>Thurs, March 21</b> 2:30 to 4:30 Carmen Nieto	<b>Buscando Empleo: Nivel Basico, Correo Electronico y Curriculum</b> (Job Search, email and resume workshop in Spanish) <b>Information:</b> <a href="mailto:cnieto@clillinois.edu">cnieto@clillinois.edu</a> or <b>847.543.2872</b> .
<b>Mon, March 25</b> 1:00 to 2:30 Warren Thomas	<b>Job Search Suite: Overcoming Barriers with guest from Prairie State Legal Services</b> — Many factors might hold you back from employment: poor work history, lack of education, or a criminal background. Begin a new direction today! ( <a href="#">www.pslegal.org</a> )
<b>Wed, March 27</b> 10:00 to 11:30	<b>Job Club</b> —In this interactive workshop, employment service staff will present current employment opportunities. Learn how <a href="#">illinoisjoblink.com</a> can match and refer you to suitable employment opportunities. <b>Bring your resume!</b>

## EVENTS HAPPENING AROUND TOWN !!

The Job Center of Lake County 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**. To request accommodations, contact [dharris@lakecountyil.gov](mailto:dharris@lakecountyil.gov) or **847-377-3423**.

### Interviewing Workshop

Tuesday, March 5, 11:00 to 12:00  
North Chicago Public Library  
2100 Argonne Dr. North Chicago  
Practice responding to common interview questions.

### Orientation for ConstructionWorks — Powered by the Illinois Tollway

Tuesday, March 5, 3:00 to 4:00  
College of Lake County, Building 4, room 424  
19351 W. Washington St. Grayslake  
ConstructionWorks powered by the Illinois Tollway is a **free**, training program designed to link job seekers with opportunities for rewarding careers in Illinois' high demand transportation-related construction industry.

### 5 Steps To Your Next Job

prepare ► research ► document ► find ► land ►

Monday, March 18 to  
Friday, March 22 1:00 to 3:00 each day

Cook Memorial Library  
413 N. Milwaukee Ave. Libertyville, IL

**Reservations:** Email [mmueller@lakecountyil.gov](mailto:mmueller@lakecountyil.gov) or call 847.377.3439

Meet with a career team from Lake County Workforce Development during the week!

Attend all 5 workshops to earn your 5 Steps Certificate.

**Resume Lab:** Wednesdays at 2pm (*no lab will be held on March 20*)  
(This is a two-hour lab. You must arrive by 2pm)

- Create a resume or edit a current resume
- Find job openings via the internet
- Email a resume to an employer
- Fill out an online job application

**Interested in career training? Need help finding employment?**

### **Attend an information session!**

Every **Tuesday 3:00 - 4:00** and **Thursday at 11:00 - 12:00**  
at the Job Center of Lake County, 1 N. Genesee St. **Waukegan, IL**

Every **Wednesday 3:00 - 4:00** at the Workforce Development Office  
College of Lake County, 19351 W. Washington St., Building 4, **Grayslake, IL**

### **Special Services at the Job Center**

**Adult Education/CLC:** Call Carmen at 847.543.2872 for info

**Disability Services:** Call Sondra at 847.377.3465 for info

**Division of Rehabilitation Services:** Call Paul at 847.244.8474 for info


**Illinois Job Link Registration:** Weekdays 8:30 - 5:00 ([illinoisjoblink.com](http://illinoisjoblink.com))

**Ex-offender Services:** Call Warren at 847.543.2865 for info

**Legal Services:** Call Lacy Burpee for an appt 847.662.6925

Join us on social media for updates and conversation throughout the month!

 Like us on Facebook: Lake County Workforce Development

 Follow us on Twitter: LakeCountyJobs