

# 5 STEPS TO YOUR NEXT JOB: MAY 2019

prepare ► research ► document ► find ► land ►

Dates:	Monday, May 6 to Friday, May 10
Time:	10:00 am to 12:00 pm, each day
Location:	Warren Newport Library 224 N O'Plaine Road, Gurnee, IL
Reservations:	Email <a href="mailto:mmueller@lakecountyil.gov">mmueller@lakecountyil.gov</a> or call <b>847.377.3439</b>

Meet with a career team from Lake County Workforce Development during the week!  
Attend all 5 workshops to earn your 5 Steps Certificate.



## Testimonials from previous participants

"5 Steps taught me how to market myself and my skills, assisted me with my resume and gave me key points on how to interview! There is so much about social media I didn't know. 5 Steps helped fill those gaps for me. I'm very thankful I had the opportunity to attend this workshop."

"Every presenter was knowledgeable and friendly. By midweek, my confidence improved, I was more focused and eager to learn more. 5 Steps rocks!"

# 5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:

prepare

**Monday**

Align yourself with current workforce demand. Inventory your skills and prioritize your top job values. Discover online tools to determine your next job move.

research

**Tuesday**

Research local employment trends. Find free training and educational resources. Start to grow your network. Organize the path to your next job. Learn how to effectively set goals while staying motivated!

document

**Wednesday**

Fully document your knowledge, skills and experience with written tools including: applications, social media, email, letters, and resumes. Describe how you are the unique solution to fill an employer's needs.

find

**Thursday**

Identify target companies. Develop an elevator speech. Practice networking techniques.

land

**Friday**

Prepare for and ace your next interview! Rehearse specific responses to behavioral interview questions. Learn how to follow up after an interview and negotiate salary and benefits.