

5 STEPS TO YOUR NEXT JOB: JANUARY 2020

prepare ► research ► document ► find ► land ►

- Dates: Monday, January 13 to Friday, January 17
- Time: 10am to 12pm, each day
- Location: Job Center of Lake County, 1 N Genesee, Waukegan, IL
- Reservations: Email mmueller@lakecountyil.gov or call **847.377.3439**
- Parking permits will be emailed to those who reserve a seat.

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

"The series gave me the organizational and resource tools to thoughtfully seek employment. The team did a fantastic job helping the group with practical advice."

"I am now more focused. I am not just browsing job posts. I am now researching and networking and am more confident in myself."



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

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5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:



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 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!



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.



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



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.