



April 2015 Workforce and Economic Development Workshops

All April workshops will be held at the Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Job Search Tips for Older Workers

“Older workers are having a tougher time finding jobs lately”, says a recent report from the National Labor Department...and **every** older worker looking for a job. In this presentation we’ll cover easy-to-implement tactics that will improve your job search, including resume and cover letter tips, interview strategies and modern job search techniques. We’ll also talk openly and candidly about age discrimination, and how you can overcome it.

When: Thursday, April 16, 2015

Time: 9:00-10:30 a.m.

Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Wednesday, April 15 at 8:00 p.m. Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

Career Transitions

Career transitions are challenging, but not impossible. Candidates moving from one industry/position to another are competing against others who currently work in those roles or industries; the goal is to illustrate to employers that your transferrable skills outweigh direct experience. In this presentation, we’ll cover real life examples of people who have successfully transitioned from one industry to another: how they identified and capitalized on transferrable skills, and how they presented these skills on paper and in the interview.

When: Thursday, April 16, 2015

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

Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Cost: No cost to participants

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Now, Discover Your Strengths

Are you doing what you do best and fully utilizing your natural talents at work and in your life? Learn how to be successful by operating in your areas of strength and managing your areas of weakness. You will be given an access code to complete the StrengthsFinder 2.0 online assessment to discover your top five talents. The results will provide new insight into who you are and what you could offer an employer. Basic computer skills and a working email address are required. **Due to limited resources, participants may only take this workshop once.**

When: Monday, April 20, 2015

Time: 1:30-3:30 p.m.

Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Monday, April 20 at 12:00 p.m. Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

LinkedIn Part 1

Is your profile optimized to bring you the most views? Does your profile tell a potential employer how you can solve their problem? Join us for a hands-on workshop with Dee Reinhardt and use the opportunity to make changes to your profile with professional feedback to create a top-notch profile. **Participants must have an active LinkedIn profile to register for this workshop.**

When: Monday, April 27, 2015

Time: 9:00 a.m.-10:30 a.m.

Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Sunday, April 26 at 8:00 p.m.

Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

LinkedIn Part 2

You have a top-notch profile on LinkedIn, now what do you do? This hands-on workshop presented by Dee Reinhardt will cover the steps for successful networking using LinkedIn and how to search for and connect with people, join or follow groups and companies, and what you should be doing on a regular basis to get the most value out of your profile. **Participants must have an active LinkedIn profile to register for this workshop.**

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

Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Sunday, April 26 at 8:00 p.m.

Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

O*NET Career Exploration

Explore career options and plan transitions using the O*NET assessment tool. This workshop will guide you through the online process of creating a personal interest profile and use this information to search compatible occupations. Learn how to research databases with occupational information on wages, current employment and future job outlook. Basic ability to use the Internet required. **Due to limited resources, participants may only take this workshop once.**

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