



March 2015 Workforce and Economic Development Workshops

Workshops will be held at multiple locations

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, March 16, 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, March 15 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.

When: Monday, March 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

Registration Required. No onsite registration. Registration closes Sunday, March 15 at 8:00 p.m.

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

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: Tuesday, March 17, 2015

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

Where: Harper Professional Center, 650 E. Higgins Road, Schaumburg (Enter through Suite 9 South or 10 North)

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Tuesday, March 17 at 12:00 p.m. Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

Ace the Interview and Get the Job Offer

Every job seeker knows that the MOST stressful part of a job search is the interview. Candidates leave the interview feeling they did a great job, only to find out that the job was offered to another candidate. Or worse, candidates get flustered and unfocused, and walk out knowing they blew it. Without knowing how to fix the problems, candidates are left to make the same mistakes all over again. This workshop will prepare candidates for even the toughest interview scenarios, including behavioral questions. Participants

have actually said they can't wait for their next interview! This presentation shows how to prepare, stay focused and properly follow-up after the interview. Facilitator Lauren Milligan will cover the psychology behind certain questions and how to stay on track, no matter how much interviewers try to throw candidates off their game.

When: Monday, March 30, 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, March 29 at 8:00 p.m.

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

Turn Your Network Into Your Job-Search Sales Team

Everyone knows that networking is a crucial component of any job search, but do you really know what to do with your network once you have one? This presentation will clearly identify steps and tactics that will greatly increase your chance of finding a new job through the art of networking.

- Crafting your script/networking message for seeking help from others.
- "Coaching" others to help you (based on their individual abilities).
- Creating 2nd and 3rd degree connections outside of LinkedIn.
- Keeping your network informed (without taking a lot of their time)
- Returning the favor!

When: Monday, March 30, 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

Registration Required. No onsite registration. Registration closes Sunday, March 29 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.**

When: Tuesday, March 31, 2015

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

Where: Harper Professional Center, 650 E. Higgins Road, Schaumburg (Enter through Suite 9 South or 10 North)

Cost: No cost to participants

Registration Required. No onsite registration. Registration closes Tuesday, March 31 at 12:00 p.m.

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