



## May 2015 Workforce and Economic Development Workshops

Workshops will be held at Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights

### 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, May 11, 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, May 11 at 12:00 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:** Monday, May 18, 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, May 18 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:** Tuesday, May 19, 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 Monday, May 18 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:** Tuesday, May 19, 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 Monday, May 18 at 8:00 p.m.** Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

## **Resume Revamp – Tell the Story Behind the Story**

EVERYONE, not just the unemployed, should have an updated and polished resume! Lauren will offer a PowerPoint presentation and engage the audience with her “No Wimps Allowed” approach. In her “Tell the Story Behind the Story” presentation, Lauren will provide insider tips on writing a resume that will crush the competition! She’ll also share her #1 trade secret that will drastically improve anyone’s resume in 30 seconds or less. Lauren happily shares resume strategies that other resume experts won’t share, so participants will walk away with a better resume than when the presentation started.

**When:** Thursday, May 21, 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, May 20 at 8:00 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:** Thursday, May 21, 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 Wednesday, May 20 at 8:00 p.m.** Register online at: <http://harpercollege-at-wed-division.eventbrite.com>

### **Truck Driving Training Information Session**

Looking for a way to get out from behind a desk and out onto the open road? Want to see the country, or be your own boss? Truck driving is an occupation that has among the largest numbers of openings each year! Pat Hamm will talk about career opportunities for truck drivers, and how the Harper College Truck Driver Training program can help you get rolling! Pat will discuss program requirements and help you determine whether this field is for you.

**When:** Friday, May 22, 2015

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

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

**Cost:** No cost to participants

**Online registration is required. No onsite registration. Registration closes on Friday, May 22 at 12:00 pm.** Register online at: <http://harpercollege-at-wed-division.eventbrite.com>, or if you have questions about Truck Driver Training, email: [dtarver@harpercollege.edu](mailto:dtarver@harpercollege.edu)