

## McHenry County Workforce Network Workforce Investment Act Funding for Job Training Available Now

### How to apply for A WIA training grant

If you are interested in enhancing your skills or in pursuing training for a new career path, you can find instructions to apply at [www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com).

At this website, you will be able to download all of the documents in the application. Or, you may pick up a printed application packet in the Workforce Center Resource Room. All documents in the application packet must be filled out completely and accurately to avoid a delay in determining your eligibility. If eligible, you will be contacted by our intake specialist for your first appointment.

If you are found to be ineligible, you will receive a letter indicating the reason (s) and offering information about available services.

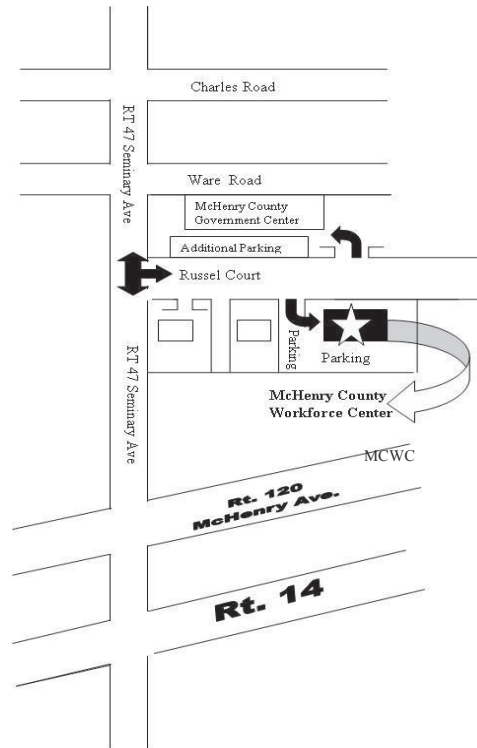
### Explore Illinois' workforce portal — [www.illinoisworknet.com](http://www.illinoisworknet.com)

Set up an account today and discover career and labor market resources such as...

- ✓ A career skills and interest assessment that will recommend jobs and career areas tailored to you and provide links to occupational descriptions including salary and job outlook
- ✓ Guidance on how to plan a job search, create a resume and start networking
- ✓ A database of companies in your industry that are near you to build a target list of employers

### WORKFORCE CENTER CLOSED

**Monday, Dec. 26—Christmas Observed**  
**Monday, Jan. 2—New Year's Observed**



**Parking Permitted in MCWN Lot and  
across the street in Government Center ONLY.  
ALL OTHER LOTS WILL TOW VEHICLES.**

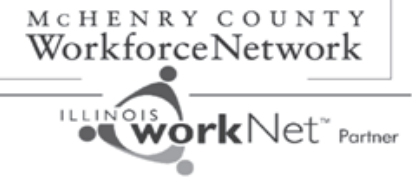


500 Russel Court  
Woodstock, IL 60098  
Phone (815) 338-7100  
Fax (815) 338-7125  
TDD (815) 338-2374

[www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com)

**Resource Room Hours**  
**Monday-Friday 9 am - 4 pm**

The McHenry County Workforce Network Program is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.



**Resource Room Hours**  
**Monday- Friday 9 am - 4 pm**  
[mchenrycountyworkforce.com](http://mchenrycountyworkforce.com)

# December 2011 \*\*\*\*\* JOB SEARCH SEMINARS

**Available free of charge  
to all job seekers**

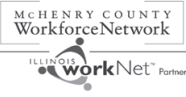
**Held at**  
**McHenry County Workforce Center**

**Seating is Limited!**  
To reserve your space call  
**815-338-7100, ext. 203**

or send an email to:

[workforcecenterrr@yahoo.com](mailto:workforcecenterrr@yahoo.com)





## Career Workshops and Services

Seminars/Workshops are available to all job seekers and are free of charge. Seminars are NOT considered “training” by IDES. To reserve your space in a seminar or workshop call 815-338-7100, ext. 203 or send an email to: [workforcecenterr@yahoo.com](mailto:workforcecenterr@yahoo.com)

### CAREER PLANNING WORKSHOP

*Thursday, Dec. 8  
10:00 a.m. - 12:00 p.m.*

Effective career planning basics will give you “direction” for your future and help you make the most of the changes that are evolving in the workplace. Learn how to use online resources such as Illinois Worknet for career related assessments. Get familiar with career research tools including U.S. Labor Market information to help you plan the next steps to achieve your career goal. Every job seeker can benefit from a focused career plan!

### BASIC COMPUTER SKILLS SEMINAR

*Wednesday, Dec. 21, 12:30 -3:30 p.m.*

Designed for those with **minimal knowledge of how to use a computer**. Topics include using a mouse, saving files to a flash drive, working with Microsoft Word to create documents, creating an email, and accessing the Internet. This is a hands-on workshop. Call to reserve one of only *eight* computer stations!

### INTERACTIVE PRACTICE INTERVIEW SESSION

*Available All Day on Mondays by Appointment*

Ever wondered how you look to an employer during an interview? Would you like to videotape your answers to typical questions using a computer and then be able to play it back to review — all in a private setting? Take advantage of a unique computer program to sharpen your interview skills.

*Coming Next Month*

### Time For a Skills Upgrade?

*Thursday, Dec. 1, 11:00 a.m. -12:00 p.m.*

Sign up now to attend a special career program about short-term training programs at McHenry County College, with time following the presentation to address individual questions.

### RESUME/PORTFOLIO/INTERVIEW SEMINAR

*Tuesday, Dec. 6 and Dec. 20  
9:30 a.m. - 12:15 p.m.*

**Resume** - Learn what information belongs in your resume—and what you should leave out. Topics include a discussion of the chronological and functional resume, cover letter writing, and how to email a resume. Preparing a resume to send by email will be discussed.

**Portfolio** - Learn how to develop a portfolio, what items to include, and how to present one in an interview.

**Interview Basics** - Learn the fundamentals of interview preparation and how to make the best impression. Discover how to research companies and salaries, dress for the interview, manage body language, and learn about typical interview questions as well as salary negotiation and interview follow up.

### RESUME CRITIQUE AND MOCK INTERVIEWS

*Personalized Job Search Assistance  
Services With a Business Professional*

**How to Sign Up**—Send an email directly to the person of your choice to arrange an appointment.

#### RESUME CRITIQUE — 30 minute sessions

**Julie Baldwin**

*1st and 3rd Wednesdays @ 1:30, 2, 2:30 or 3 p.m.*

*Email: [mcwnjhb@hotmail.com](mailto:mcwnjhb@hotmail.com)*

**Jim Pacholski**

*2nd and 4th Wednesdays @ 10, 10:30, 11 or 11:30 a.m.*

*Email: [mcwnjsp@comcast.net](mailto:mcwnjsp@comcast.net)*

#### MOCK INTERVIEW — 60 minute sessions

**Sabrina Baker**

*1st and 3rd Tuesdays @ 10 or 11 a.m.*

*Email: [mcwnsb@gmail.com](mailto:mcwnsb@gmail.com)*

**Bruce Bennett**

*Thursdays @ 9, 10 or 11 a.m.*

*Email: [mcwnbennett@hotmail.com](mailto:mcwnbennett@hotmail.com)*

## NETWORK TO SUCCESS JOB CLUB

**2nd & 4th Wednesday — 1 to 4 p.m.**

**@Shah Center**

**4100 W. Shamrock Lane  
(off Route #31) in McHenry**

**WEDNESDAY, December 14**

### ROUNDTABLE—Power Networking

Join us to **POWER** network with participating Job Club members! We will spend our entire Job Club session sharing job search techniques and job leads. Through a 30-minute rotation you will have an opportunity to **POWER** network with as many fellow members as possible. Who knows ... you may get that great lead or contact that will help you land the position you have been seeking! Come **prepared** to share your “**target**” companies and expertise in your past and/or future occupation and industry. Have your handbills or resumes available.

**Presenter: Linda Kasprzak, Business Services Representative, MCWN**

**WEDNESDAY, December 28**

**Job Club will not meet. Next meeting will be January 11, 2012.**



**McHenry County College  
Career Seminar Series**

### Healthcare & Medical Related Medical Assistant/EMT/CNA

**Thursday, December 1**

**11 a.m.—12 p.m.**

**Held at McHenry County Workforce Center**

**Explore careers you’ve always been interested in!**