

classes



workshops



labs



discussion groups



Illinois workNet Center News

Basic Academic Remediation Program (formerly the Occupational Bridge Program) For improvement of basic reading and math skills, followed by vocational training in selected fields. Eligibility requirements apply. Call Roxanne at 227 for more information.

Free IL workNet Center Classes

Pathways to Careers: Identify marketable & transferable skills, discover how interests match to careers, research careers and WIA approved training providers and individualized career counseling-8/16 from 1pm-4pm Contact Roxanne at 227 to register (for WIA applicants only).

EMPLOYMENT READINESS TRAINING PROGRAM (NEW!)
(Eligibility Requirements Apply)

Computers for Job Seekers (NEW!): August 1-4, 2011, 1:00 to 4:30pm. This class is designed to assist job seekers in expanding their use of the internet in their employment search. Seating is limited, call to register. Ext. 254.

Job Seeker Skills (NEW!): August 15-18, 2011, 1:00-4:30 pm. This class will help you with your resume, cover letters and interviewing techniques. Registration is required, call ext. 254 to reserve your spot.

Success in the Workplace (NEW!): August 23-26, 1:00-4:30pm. Learn the skills necessary to keep your next job. Call Michelle at 254 to register. Classes are free.

Introduction to MS Excel (NEW!): August 23-26, 2011, 8:30am-12:30pm. Call Michelle at 254 to register. Classes are free.

Intermediate MS Excel (NEW!): Aug.30-Sept. 2, 2011, 8:30am-12:30pm. Call Michelle at 254 to register. Classes are free.

ADDITIONAL ILLINOIS WORKNET SERVICES

- Kishwaukee College Catalogs and Financial Aid Forms
- Information about G.E.D. and English as a Second Language classes
- Voter Registration
- Employment Training Resource Information
- Unemployment Insurance Information
- Career Counseling

Available on the front counter

Kishwaukee College Classes

MATH FOR EMPLOYMENT

Math class is off for the summer and will resume August 23rd. This class is for anyone who needs improved math skills for employment. No pre-registration required. On-line instruction is available, please call (815) 756-4893 X226 for further information.

New Computer Literacy Classes

A new 8-week Basic Computer class will begin Monday, August 22nd, from 4:30pm--6:05pm. Call Tom at x250 to register.

Career Cruising

Visit www.careercruising.com to learn about a great online career and employment resource. For the free user name and password please contact Elaine Cozort at x226.

IL WORKNET CENTER WORKSHOPS

Thursday, August 4th, 2011 10:30 a.m.-11:30 a.m. **Managing Your Health Insurance Choices and Costs in Tough Financial Times** Presented by BC/BS representative. No registration is required.

Tuesday, August 16, 2011 1 p.m.-3 p.m. **Interviewing Workshop** No registration is required.

WEEKLY JOB CLUBS

Job Search Techniques 101 will be held every Monday from 9-11am. Learn about:

- 8/1**– Illinois Skills Match
- 8/8**– Job Search
- 8/15**– Age Discrimination
- 8/22**– Resumes
- 8/29**– Cover Letters

No Pre-Registration Required

MONTHLY ANNOUCEMENTS

Kishwaukee Computer Lab Keyboarding Class

Individual help with computer keyboarding is available in the Kishwaukee Computer Lab on Monday and Wednesday from 9-11am for Employment Readiness participants. Please contact Michelle at ext 254.

WIA Training Programs at NIU

For information on WIA Training Programs at NIU visit: <http://www.wia.niu.edu/non-credit/WIA/index.shtml>

Resume Development

Do you need assistance in creating a resume that will get you noticed by employers? If so, bring in your work history or current resume and learn how to edit or create a more effective resume with our WinWay resume software. Contact Tom for an appointment (815) 756-4893 X250

VETERANS INFORMATION

Call Dave: 815-756-4893 ext. 224

Or visit these Websites:

Veteran Benefit Information

<http://vabenefits.vba.va.gov/vonapp/main.asp>

Disabled Veterans Information

<http://www.dav.org>

Federal Job Information

<http://www.usajobs.opm.gov>

State Employment Information

<http://www.www.state.il.us/cms>

Disability Services

Linda Sullivan Resource Coordinator for Disability Works for our region is available by phone to provide employment resources for people with disabilities, service providers and employers to further link them with workforce development and training opportunities. Linda Sullivan's office phone number is 312-550-8532, or via email: lsullivan@chicagolandchamber.org

EMPLOYMENT SERVICES

We are currently providing specialized recruiting for the following employers at the **IL WorkNet Center**:

Avancer
First Student
IFCO
Omega

Please check at the CRC desk and the Job Board for an updated list of employers and job postings.

EMPLOYMENT AND TRAINING INFORMATION

Provided by **First Institute** through the Workforce Investment Act.

Learn about training assistance to gain new skills within High Growth Industries.

Health care, Transportation/Warehousing/Logistics, Information Technology, Finance

Services to enhance your job search activities to acquire gainful employment

WIA Orientation Schedule

- WIA Services Orientation is scheduled for 8/3, 8/10, 8/17, 8/24 and 8/31.
- Please contact Roxanne at (815) 756-4893 x227 to reserve your spot and to acquire a WIA Application Packet

Dept. of Human Services/Office of Rehabilitations (ORS)

A DRS representative will be available at the Illinois workNet Center the 1st Thursday and 3rd Wednesday of each month from 9am to 1pm. Call 815-758-2471 to schedule an appt.

CAREER RESOURCE CENTER

- State of the Art Computer Lab, professional assistance available.
- Illinois Skills Match- Designated computers to match your unique skills with real local jobs.
- Internet Job Search
 - **Set up free Email account**
 - Post your resume on the web
 - See local newspaper want ads web sites.
- Resume Writing, Cover Letters and Interview "how-to" programs with numerous samples to select

CAREER ASSISTANCE

- Resources for job search including fax, phones, copier, and professional assistance available FREE:
- Library of multimedia career search materials available.
- Accessibility equipment for individuals with physical, visual and hearing impairments.
- Computer links to on-line jobs
- Typing tutorials to improve typing speed.
- For more information, call (815) 756-4893 ext. 250

Visit us on the web!

<http://www.kishwaukeecollege.edu/go/worknet>

or

<http://www.ides.state.il.us/workNet/dekalb>

Funded through the Workforce Investment Act and sponsored by KCDEE and the River Valley WIB.

Equal Opportunity Employer. Aids available for individuals with disabilities.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

August 2011 Schedule



- ♦ Job Search Workshops
- ♦ Computer & Career Training
- ♦ Employment Services



- Illinois Department of Employment Security
- Kishwaukee College
- First Institute Training and Mgmt. Experience Works
- Division of Rehabilitation Services

Illinois WorkNet Center

**1701 East Lincoln Highway
DeKalb, Illinois 60115**

Phone: 815-756-4893

TTY: 815-756-1705

Fax: 815-756-6523