



## MAY 2014 WORKFORCE AND ECONOMIC DEVELOPMENT WORKSHOPS

General Registration Link

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

**REGISTRATION IS REQUIRED FOR ALL EVENTS. ONSITE REGISTRATION IS UNAVAILABLE.**

### **O\*Net Assessments for Career Exploration** - Registration closes Sunday, May 4, 2014 at 5 p.m.

Create and save a personal profile about your interests in a hands-on, guided online session using the O\*Net Interest Profiler, Work Importance Locator, Skills Assessment and Occupation Sort. Learn how to research State of Illinois databases for up-to-date information on wages, current employment and future job Outlook, and use this with your profile results for a better career match. Basic ability to use the Internet required. **Due to limited resources, participants may only register and take this workshop once!**

**When:** Monday, May 5, 2014

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

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

**Cost:** No cost to participants

**Contact:** [worknet@harpercollege.edu](mailto:worknet@harpercollege.edu)

### **Now Discover Your Strengths** - Registration closes Sunday, May 11, 2014 at 5 p.m.

Based on research conducted by the Gallup institute, this course helps you to answer the question, "What's Right with You?" The field of "Positive Psychology" focuses on helping ordinary people to learn the secret of the truly successful: how to operate in your areas of strength and manage your weaknesses. You will be given a code to allow you to complete the Strengthsfinder 2.0 assessment online. The results will give you new insight into who you are and what areas of strength you could offer an employer. Basic computer skills and a working email address are required. **Due to limited resources, participants may only register and take this workshop once!**

**When:** Monday, May 12, 2014

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

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

**Cost:** No cost to participants

**Contact:** [worknet@harpercollege.edu](mailto:worknet@harpercollege.edu)

### **Truck Driving Training Information Session** - Registration closes Thursday, May 15, 2014 at 5 p.m.

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! Jeffrey Clark will talk about career opportunities for truck drivers, and how the Harper College Truck Driver Training program can help you get rolling! Jeff will discuss program requirements and help you determine whether this field is for you!

**When:** Friday, May 16, 2014

**Time:** 1:00 - 3:00 p.m.

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

**Cost:** No cost to participants

**Contact:** Diane Tarver at [dtarver@harpercollege.edu](mailto:dtarver@harpercollege.edu) / 847-925-6616

### **JIST Cards for Networking** - Registration closes Wednesday, May 21, 2014 at 5 p.m.

Learn how to create and use a simple tool, called a "Jist Card," to help speed up your job search by networking more effectively. Join us for a short video by employment guru Mike Farr, of JISTWORKS Publishing, and take home a workbook full of great tips, techniques and samples. **Due to limited resources, participants may only register and take this workshop once!**

**When:** Thursday, May 22, 2014

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

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

**Cost:** No cost to participants

**Contact:** [worknet@harpercollege.edu](mailto:worknet@harpercollege.edu)

### **MIDAS - Multiple Intelligences Development Assessment Scales** - Registration closes Monday, May 26, 2014 at 5 p.m.

How well do you know yourself? Can you describe your abilities accurately and fully? Take the MIDAS™ (Multiple Intelligences Developmental Assessment Scales) and find out which of the eight intelligences are your strongest. Use this knowledge to find the best kind of work for you at this time in your life. Online format. Basic ability to use the Internet required. **Due to limited resources, participants may only register and take this workshop once!**

**When:** Tuesday, May 27, 2014

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

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

**Cost:** No cost to participants

**Contact:** [worknet@harpercollege.edu](mailto:worknet@harpercollege.edu)

## May 23, 2014 Workforce and Economic Development Workshop Event

This month, we are offering a variety of workshops to help you develop your professional skills. This event is offered at no cost to participants.

**Please Note:** Registration closes Thursday, May 22 at 5 p.m. for all events. Online registration is required. No onsite registration.

To register: <http://harpercollege-at-wed-division.eventbrite.com>

**When:** Friday, May 23, 2014

**Time:** 9 a.m. - 12:30 p.m.

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

**Cost:** No cost to participants

**Questions?** Email us at [WED@harpercollege.edu](mailto:WED@harpercollege.edu) or call us at 847.925.6640.

**\*Session A: 9 - 10:30 a.m.** - Please choose one workshop from each time slot to attend.\*

### **Job Search in the Digital Age** (this session will be repeated at 11:00 a.m.)

Living in the digital age, as a job seeker in today's market, you will need to develop and maintain a digital presence so that potential employers can find you. In this session, presenter Dee Reinhardt will cover a list of many social media outlets that job seekers can use to amp up their job search efforts. If you haven't already created a LinkedIn profile, that would be your first step. This workshop will go beyond this professional network that everyone is using. Learn about a few new tools to keep your social media presence positive and professional. This workshop is packed with great tips and examples of how to use these social media outlets to your best advantage.

### **Interviewing Tips**

Rochelle Najmy, a human resource consultant with extensive hiring and interviewing experience brings her expertise to help participants learn to become prepared and adaptable interviewees. Rochelle will provide both a manager's view and an action plan for candidates that focus on critical success factors in obtaining, preparing for, and performing well in phone and face to face interview opportunities. Be prepared to participate in this interactive workshop and practice answering different types of common, less-common, and challenging interview questions.

### **Money Matters**

In this session, presenter Dave Gehrke shows participants how to manage their money by preparing a personal spending plan and identifying ways to decrease spending and increase income.

To achieve this objective, the participants will be able to:

- List the steps for setting financial goals
- Track daily spending habits
- Prepare a spending plan to estimate monthly income and expenses
- Identify ways to decrease spending
- Identify ways to increase income
- Identify spending plan tools to manage bills

**\*Session B: 11:00 a.m. - 12:30 p.m.** - Please choose one workshop from each time slot to attend.\*

### **Ace the Interview and Get the Job Offer!**

Every job seeker knows that the MOST stressful part of a job search is the interview. How many times have you left the interview feeling that you did a great job, only to find out that the job was offered to another candidate? Or worse, how many times have you said something in an interview that you wish you hadn't said? You second-guess yourself right up to the moment of the next interview...making the same mistakes all over again. Facilitator Lauren Milligan's presentation will help prepare you for even the toughest interview scenarios, including behavioral questions. Her clients have actually said they can't wait for their next interview! Lauren will show you how to prepare for an interview, how to keep focused during the interview and how to properly follow-up after the interview. She'll cover the psychology behind certain questions and how to stay on track, no matter how much an interviewer tries to throw you off your game.

### **Business Writing for the Job Search**

To write a cover letter or not – that is the question? In this experiential session, we'll take a look at the common pitfalls in business writing for the job search. Resumes and pre/post-interview correspondence will also be discussed. This workshop will be facilitated by human resource consultant Rochelle Najmy.

### **Job Search in the Digital Age** (this session also offered at 9:00 a.m.)

Living in the digital age, as a job seeker in today's market, you will need to develop and maintain a digital presence so that potential employers can find you. In this session, presenter Dee Reinhardt will cover a list of many social media outlets that job seekers can use to amp up their job search efforts. If you haven't already created a LinkedIn profile, that would be your first step. This workshop will go beyond this professional network that everyone is using. Learn about a few new tools to keep your social media presence positive and professional. This workshop is packed with great tips and examples of how to use these social media outlets to your best advantage.