

www.worknetdupage.org
www.illinoisworknet.com

workNet DuPage Career Center

Job Seeker Workshops

May, 2012



2525 Cabot Drive
Suite 302
Lisle, Illinois 60532

Phone: 630-955-2030
TDD: 630-955-2098

Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

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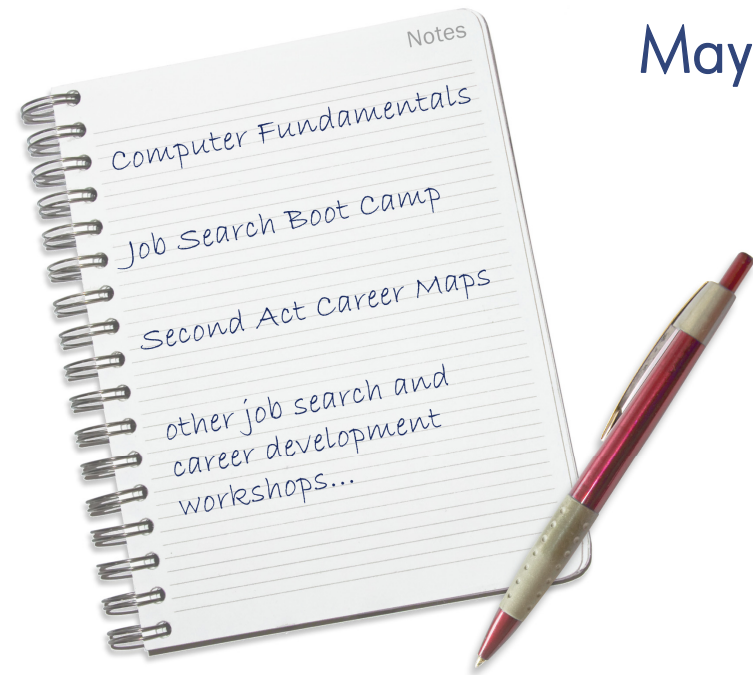
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workNet DuPage Career Center offers priority of service to veterans and their qualified spouses. For more info visit www.illinoisworknet.com.

DuPage County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



DuPage County Board Chairman Dan Cronin



WORKSHOP SCHEDULE

Job seeker workshops offered by:
DuPage County Workforce Development Division
Parents Alliance Employment Project

Basic Workshops – open to all job seekers, require Service Card

■ Basic / Introductory Workshops ■ Job Club ■ for People with Disabilities (PAEP)

Advanced Workshops – require Intake Appt. (eligibility determination)

■ Job Search Boot Camp ■ Workshops requiring prior Intake or Boot Camp

Please be on time for workshops. Those more than 15 min. late may have to reschedule. **Job Club** is limited to 85 attendees **PAEP** requires advance registration - call 630-955-2077

Note: Boot Camp workshops **must** be taken in order, and you **must** take the first workshop to take the others. Those arriving after 8:45am **will** be asked to reschedule.

Monday

Apr. 30

- Interview Skills part 2
8:30 am – 12:00 noon

7

- Research & Networking
8:30 am – 12:00 noon

14

- Negotiation
8:30 am – 12:00 noon

21

- Research & Networking
8:30 am – 12:00 noon

28

Career Center Closed
for Memorial Day

Tuesday

May 1

- Negotiation
8:30 am – 12:00 noon
- Computer Fundamentals
8:30 am – 11:00 am
- Introduction to Employment
10:30 am – 12:00 noon

8

- Resume, Refs. & Cover Letter
8:30 am – 12:00 noon

15

- Computer Fundamentals
8:30 am – 11:00 am
- Second Act Career Maps pt.1
1:00 pm – 4:00 pm
- I Got the Job! Now What?
10:30 am – 12:00 noon

22

- Resume, Refs. & Cover Letter
8:30 am – 12:00 noon

29

- Negotiation
8:30 am – 12:00 noon
- Computer Fundamentals
8:30 am – 11:00 am

Wednesday

2

- Stress Management
1:00 pm – 2:30 pm

9

- Interview Skills part 1
8:30 am – 12:00 noon

16

- Second Act Career Maps pt.2
1:00 pm – 4:00 pm

23

- Interview Skills part 1
8:30 am – 12:00 noon

30

Thursday

3

10

- Interview Skills part 2
8:30 am – 12:00 noon

17

- Story Telling for the Behavioral Interview
8:30 am – 12:00 noon

24

- Interview Skills part 2
8:30 am – 12:00 noon
- Power Search the Web
9:00 am – 10:30 am
(limit 6 people)

31

Friday

4

11

- Private Event
Closed to Public

18

- Private Event
Closed to Public

25

- Public Job Club
Speaker: Vickie Austin of Choices Worldwide
"Your Golden Rolodex"
8:30 am – 12:00 noon

June 1

- Private Event
Closed to Public

For further details about these workshops, please consult the Events Calendar on our website at www.worknetdupage.org.

These workshops are NOT considered training by the unemployment office (IDES).

As a courtesy to other job seekers, children are not allowed in workshops, job club, or the resource room.