



APRIL 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 Monday, March 31, 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: Tuesday, April 1, 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

Now Discover Your Strengths - Registration closes Sunday, April 6, 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, April 7, 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

JIST Cards for Networking - Registration closes Wednesday, April 16, 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, April 17, 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

MIDAS - Multiple Intelligences Development Assessment Scales - Registration closes Monday, April 21, 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, April 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

April 25, 2014 Workforce and Economic Development Workshops

When: Friday, April 25, 2014

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

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

Cost: No cost to participants

Questions: Email us at WED@harpercollege.edu or call us at (847) 925-6640

Registration closes Thursday, April 24, 2014 at 5 p.m.
Online registration is REQUIRED. No onsite registration.

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

Interview Skills Overview

This workshop, facilitated by Ana Trbojevich, will provide instruction on how to prepare for the interview and how to answer the top questions asked most often by employers. Attention will be paid to first impressions and body language. In addition to the presentation, you will apply your skills with mock interview practice.

Stress Management in the Job Search

Being in career transition ranks high among life's greatest stressors. In this interactive session, presenter Rochelle Najmy, a Human Resource consultant with extensive experience working with people in career search, will discuss how to manage your stress and not allow stress to manage you. You will learn how to identify, challenge and change thoughts that promote stress and other self-defeating emotions, how to improve your communication to reduce stress and other tips that will improve the quality of both your personal and professional life.

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? This hands-on session will give you some opportunity to make changes based on our discussion and give you some homework to work on to make your profile top-notch. We will also address settings to make sure your profile shows and tells the right things about you and to you. This session will be facilitated by Dee Reinhardt.

Session B: 11 – 12:30 p.m. – Please choose one workshop from each time slot to attend.

Beyond Monster.com

This program will show you how to use library databases and other online tools that can help you research companies, work on your resume, update your job skills and search for jobs. Presenter Shannon Distel is the Business Services Librarian for the Arlington Heights Memorial Library. She assists local businesses, entrepreneurs and job seekers in using the library's resources including databases, technology and social media.

LinkedIn Part 2

How do you make the most of your time and energy?

In this session, we will talk about how to find and connect with people new and old, how to search for people, and the pros and cons of open networking. We will practice invitations and tagging connections during this hands-on session. We will also talk about groups, companies and what you should be doing on a regular basis to get the most value out of your profile. This session will be facilitated by Dee Reinhardt.

The Interview Deconstructed: Perspectives of the Interview from the Other Side of the Table

Rochelle Najmy, a human resource consultant with extensive hiring and interviewing experience brings her expertise to help participants understand what employers are looking for during the hire/interview process. 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.