



**JANUARY 2015 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.**

**NOTE: ALL JANUARY WORKSHOPS WILL BE HELD AT  
(except for Truck Driving Training Information Session)  
1375 WOLF ROAD, PROSPECT HEIGHTS, IL  
CALL (847) 925-6001 FOR MORE INFORMATION**

**1) Truck Driving Training Information Session**

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:** Tuesday, January 9, 2015 **Time:** 1:00 - 3:00 p.m.  
**Where:** Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights  
**Cost:** No cost to participants  
**Contact:** Patricia Hamm at phamm@harpercollege.edu / 847-925-6616  
**Registration closes:** Tuesday, January 9, 2015 at 12 pm or when class is full.

**2) LinkedIn Part 1**

Never used LinkedIn? No social media experience? This is a special LinkedIn class for true beginners who have never used LinkedIn and do not yet have a LinkedIn profile. To participate in this session you must have an email account that you can access online (for example, Gmail, Yahoo mail, or MSN). In this class, you will explore LinkedIn and learn about the ways to use it. You will sign up for LinkedIn and set up a profile.

**When:** Tuesday, January 20, 2015 **Time:** 12:00 – 1:30 p.m.  
**Where:** **1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210**  
**Cost:** No cost to participants  
**Contact:** Harper College Learning & Career Center / 847-925-6001  
**Registration closes:** Friday, January 16, 2015 at 5 pm or when class is full

**3) LinkedIn Part 2**

This is another special session for those who are just starting to use LinkedIn. In Getting Started with LinkedIn part 1, you set up your profile. Now in part 2, you will learn more about the operations of features of LinkedIn. You will learn about invitations and about how to join and participate in Groups. **To participate in this session, you must have attended Getting Started with LinkedIn Part 1, or you must have a LinkedIn profile already set up.**

**When:** Tuesday, January 20, 2015 **Time:** 1:45 – 3:15 p.m.  
**Where:** **1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210**  
**Cost:** No cost to participants  
**Contact:** Harper College Learning & Career Center / 847-925-6001  
**Registration closes:** Friday, January 16, 2015 at 5 pm or when class is full

**4) O\*Net Assessments for Career Exploration**

Explore career options and plan transitions using the O\*Net assessment tool. This workshop will guide you through the online process of creating a personal interest profile and use this information to search compatible occupations. Learn how to research databases with occupations information on wages, current employment and future job outlook. Basic ability to use the Internet required. **Due to limited resources, participants may only register/take this workshop once!**

**When:** Wednesday, January 21, 2015 **Time:** 10:00 – 12:00 p.m.  
**Where:** **1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210**  
**Cost:** No cost to participants  
**Contact:** Harper College Learning & Career Center / 847-925-6001  
**Registration closes:** Wednesday, January 21, 2015 at 12 pm or when class is full.

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**When:** Wednesday, January 21, 2015 **Time:** 10:00 – 12:00 p.m.  
**Where:** 1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210  
**Cost:** No cost to participants  
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**Registration closes:** Wednesday, January 21, 2015 at 12 pm or when class is full.

**6) Now Discover Your Strengths**

Are you doing what you do best and fully utilizing your natural talents at work and in your life? Learn how to be successful by operating in your areas of strength and managing your areas of weakness. You will be given an access code to complete the StrengthsFinder 2.0 online assessment to discover your top five talents. The results will provide new insight into who you are and what 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:** Wednesday, January 21, 2015 **Time:** 1:30 – 3:30 p.m.  
**Where:** 1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210  
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**7) Resume Construction – How to Fix Common Mistakes**

This workshop will review best practices for resume construction. Attention will be paid to common mistakes that applicants make that take them out of the running. Learn how to emphasize your value to a potential employer. In addition to the presentation, you will have the opportunity to update and polish your current resume. The workshop will be held in a computer lab so please bring a slash drive with your resume so that you can make immediate corrections. If you do not have a flash drive you may bring a hard copy.

**When:** Thursday, January 22, 2015 **Time:** 12:00 – 1:30 p.m.  
**Where:** 1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210  
**Cost:** No cost to participants  
**Contact:** Harper College Learning & Career Center / 847-925-6001  
**Registration closes:** Thursday, January 22, 2015 at 12 pm or when class is full.

**8) Interview Skills Overview**

This workshop will provide instruction on how to prepare for the interview and how to answer the top questions asked most often by employers. The workshop will include:

- Learning to read the job description and match your resume to it
- Creating your stories from what is listed in your resume
- Learning to emphasize your strengths
- Sharing strategies to sell your ideas/skills/abilities, and positioning yourself to beat your competition
- Sharing/practicing what you have learned with other participants.

**When:** Thursday, January 22, 2015 **Time:** 1:45 – 3:10 p.m.  
**Where:** 1375 WOLF ROAD, PROSPECT HEIGHTS, IL, Room 210  
**Cost:** No cost to participants  
**Contact:** Harper College Learning & Career Center / 847-925-6001  
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