



SEPTEMBER 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 Tuesday, September 2, 2014 at 12 pm or when class is full.

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, September 2, 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:** WED@harpercollege.edu / 847-758-2371

Now Discover Your Strengths – Registration closes Monday, September 8, 2014 at 12 pm or when class is full.

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, September 8, 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:** WED@harpercollege.edu / 847-758-2371

MIDAS - Multiple Intelligences Development Assessment Scales - Registration closes Monday, September 15, 2014 at 12 pm or when class is full.

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: Monday, September 15, 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:** WED@harpercollege.edu / 847-758-2371

JIST Cards for Networking - Registration closes Friday, September 26, 2014 at 12 pm or when class is full.

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: Friday, September 26, 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:** WED@harpercollege.edu / 847-758-2371

LinkedIn Part 1 - Registration closes Friday, September 26, 2014 at 5:00 pm or when class is full.

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 presented by Dee Reinhardt. **LinkedIn sessions - you must have an active LinkedIn profile and be able to log-in to participate. We will not take time to set one up.**

When: Monday, September 29, 2014 **Time:** 9:00 - 10:30 a.m.
Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights
Cost: No cost to participants **Contact:** WED@harpercollege.edu / 847-925-6640

LinkedIn Part 2 - Registration closes Friday, September 26, 2014 at 5:00 pm or when class is full.

How do you make the most of your time and energy? 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 presented by Dee Reinhardt. **LinkedIn sessions - you must have an active LinkedIn profile and be able to log-in to participate. We will not take time to set one up.**

When: Monday, September 29, 2014 **Time:** 11:00 - 12:30 p.m.
Where: Arlington Heights WorkNet Center, 723 W. Algonquin Road, Arlington Heights
Cost: No cost to participants **Contact:** WED@harpercollege.edu / 847-925-6640