

American Job Center Workshops

JANUARY ★ 2019

Need a job or new career path? Our no-cost workshops can help!

All workshops are held at the **American Job Center**, (located at the Illinois Centre Mall)
3000 West De Young Street, Suite 800-B, Marion, Illinois 62959

▼ BEGIN HERE ▼

American Job Center Orientation

Are you unemployed? Do you need training or other assistance to find a career?
Join us to learn how partner agencies of the American Job Center can help.

★ Orientations are offered daily from 9:00 a.m. to 10:00 a.m.

Career Exploration

Are you unsure what kinds of jobs you should be looking for? Do you need to make a career or industry change? This workshop will teach you how to find out which industries and careers are growing in our region, and give you tools to assess which jobs suit you best.

★ Tuesday, January 15th
2:00 p.m. to 3:30 p.m.

Conducting a Job Search

Are you doing everything you can to find a new job? Do you need help knowing where to start? This workshop will give you the tools you need to know where to look for a new job, organize your job search, and avoid pitfalls in applying for jobs and communicating with potential employers.

★ Monday, January 7th
2:00 p.m. to 3:30 p.m.

★ Thursday, January 24th
2:00 p.m. to 3:30 p.m.

Employment with the State of Illinois

If you find the application process for *Central Management Services (CMS)* unclear or just require additional information, please attend this informational session on the State of Illinois application and hiring process. Bring your updated resume if you have one, and any questions about working for the State of Illinois.

★ Friday, January 18th
10:00 a.m. to 11:30 a.m.

Expungement and Record Sealing

Do you need your criminal record cleared? You may be eligible to have your record sealed or expunged at no cost to you. Find out how from experts with *Land of Lincoln Legal Services*.

★ Workshops will be held quarterly for 2019.
NO WORKSHOP IN JANUARY 2019.

(Continued on back)

The One-Stop Business & Employment Center is a proud member of the American Job Center network, and an Illinois workNet partner. Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. For those who do not use traditional print this information is available electronically. For specific access information please contact (Voice) 618-998-0970, ext. 215, (TTY Relay #) 618-998-9602 or TammyKirk@mantracon.org.

Visit our website at www.SIWDB.org/AmericanJobCenter



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American Job Center Workshops

JANUARY ★ 2019

(Continued from front)

How to Succeed in Your New Job

You've landed the job, so what now? This workshop will teach you how to meet your employer's expectations, adjust to a new workplace environment, and set career goals.

★ Tuesday, January 29th
2:00 p.m. to 3:30 p.m.

Job Interview Prep

Do you know what you should wear and what you should bring to your next job interview? Are you prepared to showcase your skills effectively? This workshop will give you tips on how to dress and prepare for your interview, and strategies for answering different types of job interview questions.

★ Friday, January 4th
2:00 p.m. to 3:30 p.m.

Money Basics

Do you have questions about your credit score or protecting yourself financially? Do you need to develop a budget or plan for future purchases like a house or car? This workshop will give you the tools you need to understand your financial picture, use banking services, and manage your money.

★ Friday, January 25th
2:00 p.m. to 3:30 p.m.

Resume Prep

Do you need to know what goes into an effective resume and cover letter? Do you understand how to optimize your resume to be the best marketing tool it can be? This workshop will cover the basics of writing resumes and cover letters.

★ Thursday, January 10th
2:00 p.m. to 3:30 p.m.

★ Monday, January 28th
2:00 p.m. to 3:30 p.m.

All are welcome to attend our workshops and resource room services. For more information call 1-866-611-JOBS (5627).

HOLIDAY SCHEDULE:

American Job Center offices will be CLOSED from December 24, 2018, through January 1, 2019. We will be open for business on Wednesday, January 2, 2019.

Have a safe and happy holiday!

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★ *Tuesday, February 5th*
2:00 p.m. to 3:30 p.m.

Conducting a Job Search

Are you doing everything you can to find a new job? Do you need help knowing where to start? This workshop will give you the tools you need to know where to look for a new job, organize your job search, and avoid pitfalls in applying for jobs and communicating with potential employers.

★ *Monday, February 11th*
2:00 p.m. to 3:30 p.m.

★ *Thursday, February 28th*
2:00 p.m. to 3:30 p.m.

Employment with the State of Illinois

If you find the application process for *Central Management Services (CMS)* unclear or just require additional information, please attend this informational session on the State of Illinois application and hiring process. Bring your updated resume if you have one, and any questions about working for the State of Illinois.

★ *Friday, February 15th*
10:00 a.m. to 11:30 a.m.

Expungement and Record Sealing

Do you need your criminal record cleared? You may be eligible to have your record sealed or expunged at no cost to you. Find out how from experts with *Land of Lincoln Legal Services*.

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NO WORKSHOP IN FEBRUARY 2019.

(Continued on back)

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American Job Center Workshops

F E B R U A R Y ★ 2 0 1 9

(Continued from front)

How to Succeed in Your New Job

You've landed the job, so what now? This workshop will teach you how to meet your employer's expectations, adjust to a new workplace environment, and set career goals.

★ *Tuesday, February 19th*
2:00 p.m. to 3:30 p.m.

Job Interview Prep

Do you know what you should wear and what you should bring to your next job interview? Are you prepared to showcase your skills effectively? This workshop will give you tips on how to dress and prepare for your interview, and strategies for answering different types of job interview questions.

★ *Friday, February 1st*
2:00 p.m. to 3:30 p.m.

Money Basics

Do you have questions about your credit score or protecting yourself financially? Do you need to develop a budget or plan for future purchases like a house or car? This workshop will give you the tools you need to understand your financial picture, use banking services, and manage your money.

★ *Friday, February 22nd*
2:00 p.m. to 3:30 p.m.

Resume Prep

Do you need to know what goes into an effective resume and cover letter? Do you understand how to optimize your resume to be the best marketing tool it can be? This workshop will cover the basics of writing resumes and cover letters.

★ *Thursday, February 14th*
2:00 p.m. to 3:30 p.m.

★ *Monday, February 25th*
2:00 p.m. to 3:30 p.m.

***All are welcome to attend
our workshops and resource room
services. For more information
call 1-866-611-JOBS (5627).***

HOLIDAY SCHEDULE:

***American Job Center offices
will be **CLOSED** on
Monday, February 18, 2019,
for President's Day.***

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American Job Center Workshops

WEST FRANKFORT ★ JANUARY / FEBRUARY 2019

Need a job or new career path? Our no-cost workshops can help!

All workshops in West Frankfort are held at the **John A. Logan Extension Center**,
19 West Frankfort Plaza. **For more information, call 1-866-611-JOBS (5627).**

Career Exploration

Are you unsure what kinds of jobs you should be looking for? Do you need to make a career or industry change? This workshop will teach you how to find out which industries and careers are growing in our region, and give you tools to assess which jobs suit you best.

★ *Thursday, January 24th*
2:00 p.m. to 3:30 p.m.

Conducting a Job Search

Are you doing everything you can to find a new job? Do you need help knowing where to start? This workshop will give you the tools you need to know where to look for a new job, organize your job search, and avoid pitfalls in applying for jobs and communicating with potential employers.

★ *Thursday, January 31st*
2:00 p.m. to 3:30 p.m.

How to Succeed in Your New Job

You've landed the job, so what now? This workshop will teach you how to meet your employer's expectations, adjust to a new workplace environment, and set career goals.

★ *Thursday, February 28th*
2:00 p.m. to 3:30 p.m.

Job Interview Prep

Do you know what you should wear and what you should bring to your next job interview? Are you prepared to showcase your skills effectively? This workshop will give you tips on how to dress and prepare for your interview, and strategies for answering different types of job interview questions.

★ *Thursday, February 14th*
2:00 p.m. to 3:30 p.m.

Money Basics

Do you have questions about your credit score or protecting yourself financially? Do you need to develop a budget or plan for future purchases like a house or car? This workshop will give you the tools you need to understand your financial picture, use banking services, and manage your money.

★ *Thursday, February 21st*
2:00 p.m. to 3:30 p.m.

Resume Prep

Do you need to know what goes into an effective resume and cover letter? Do you understand how to optimize your resume to be the best marketing tool it can be? This workshop will cover the basics of writing resumes and cover letters.

★ *Thursday, February 7th*
2:00 p.m. to 3:30 p.m.

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