

Kankakee Community College North Extension Center
Kankakee Workforce Services
Workforce Innovation & Opportunity Act
450 North Kinzie Avenue, Bradley, IL 60915

Calendar of Events-July 2017

Space is limited-please inquire at the front desk or call to reserve your seat
(815) 802-8960

Please note our office will be closed on Fridays July 14, 21, and 28, 2017.
We will also be closed Tuesday, July 4, 2017 in observance of Independence Day.

Workforce Innovation & Opportunity Act
(WIOA) Program “Orientation”

9:00 a.m. – 12:00 p.m.

Orientation sessions provide an overview of the Program and available services to job seekers. An initial academic and informational assessment will also be completed. Follow-up appointments are scheduled to determine individual eligibility for the program, if applicable, at the end of the session. **Orientation will be offered Wednesday, July 19, 2017.**

Computer Literacy

9:00 a.m. - 11:00 a.m.

Where is the “ON” button and what do I do then? The Computer Literacy workshop will provide basic computer instruction as well as navigational skills on how to use Windows 7, Microsoft Office Word, Excel, PowerPoint and the use of the Internet and personal e-mail. **This workshop is offered Monday through Thursday, July 10, 2017-July 13, 2017. Attendance all 4 days is required.**

Resume Development

12:30 p.m. - 3:30 p.m.

Learn the basic parts and purpose of today’s resume. Samples will be given as well as individual instruction on creating a resume. Computer Literacy is required as students will create their resumes using either Microsoft Office Word or WinWay Resume. Students are encouraged to bring their resume materials, such as employment and education history. Flash drives are encouraged, but not required. **This workshop is offered on Wednesday, July 12, 2017.**

Resume Review

1:00 p.m. – 3:00 p.m.

Not sure if your resume is written as polished as it should be? Stop by and have it reviewed. No appointment necessary. **Offered every Tuesday from 1:00 p.m.-3:00 p.m. ONLY.**

Job Hunting in a Digital World

2:00 p.m.-3:30 p.m.

Learn how to compete for employment in a digital job market. The class will discuss joining the job hunt, pitching the professional profile, learning to utilize LinkedIn, selling yourself on social media, retooling your resume, and revealing job resources. **This workshop is offered on Thursday, July 6, 2017.**

I have an interview...Now What?

2:00 p.m.-3:30 p.m.

Learn to prepare for a successful interview. We will help you know what to expect and how to successfully answer the interview questions. We will also discuss proper attire, what questions to ask your interviewer, and what information to bring to your interview. **This workshop is offered on Tuesday, July 25, 2017.**

Adult Education Classes Basic Education, GED Preparation, and English Acquisition Language Program

Adult Basic Education, GED preparation, and English Acquisition Language Program courses are offered at no cost. Individual and group instruction is provided. **Morning classes are offered Monday through Thursday. Please call (815) 802-8300 for further information.**



WIOA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.