

MANAGING YOUR TIME

Learn what it means to have a work schedule, and about prioritizing, multitasking and procrastinating.

10:30am – 12:00pm

January 9th, February 6th, March 6th, April 3rd, May 1st, June 5th, July 10th, August 7th, September 4th, September 4th, October 2nd, October 2nd, November 6th, December 4th

SOCIAL SKILLS

Learn appropriate on-the-job behaviors such as skills to communicate with employers and co-workers, make new friends, and handle frustration at work.

10:30am – 12:00pm

January 5th, February 2nd, March 2nd, April 6th, May 4th, June 8th, July 13th, August 3rd, September 14th, October 5th, November 2nd, December 7th

JOB APPLICATIONS

People seem to worry a lot about their interviewing skills, but the truth is that you may not get an interview if you don't know how to fill out an application.

Learn how to do that in this class!

10:30am – 12:00pm

January 13th, February 10th, March 10th, April 14th, May 12th, June 16th, July 14th, August 11th, September 15th, October 13th, November 10th, December 15th

HELPING HANDS WORKSHOPS

Join us on the third Friday of every month at 10:30 - 11:30 a.m.

**JANUARY
16TH
First
Impressions**

**JULY
17TH
First
Impressions**

**FEBRUARY
20TH
Listen Up!**

**AUGUST
21ST
Thinking
Positively**

**MARCH
20TH
Customer
Service Skills**

**SEPTEMBER
18TH
Listen Up!
The Key to Good
Communication**

**APRIL
17TH
How to Work
a Job Fair**

**OCTOBER
16TH
How to Work
a Job Fair**

**MAY
15TH
Oops...I Made
a Mistake**

**NOVEMBER
20TH
Customer
Service Skills**

**JUNE
19TH
Work
Responsibilities**

**DECEMBER
18TH
Work
Responsibilities**

INTERVIEWING SKILLS

Learn proper ways to answer typical interview questions and how body language can hurt or help on an interview.

10:30am – 12:00pm

January 21st, February 18th, March 18th, April 22nd, May 20th, June 24th, July 22nd, August 19th, September 23rd, October 21st, November 18th, December 16th

FITTING IN

Find out the right and wrong things to do on the job. This session will help you learn ways to fit in with your coworkers. Topics include dress code and teamwork.

10:30am – 12:00pm

January 29th, February 26th, March 26th, April 30th, May 28th, June 25th, July 30th, August 27th, September 30th, October 29th, November 24th, December 17th

All workshops will be held at



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

which is located at
2525 Cabot Drive, Suite 302,
in Lisle, IL 60532.
For registration information,
please contact Ami Sedan
at 630-955-2077