

# JOB ASSISTANCE SEPTEMBER 2017



## WHEATON

### THE T-FACTOR - MAKING THE CONNECTION

September 14, Thursday 1:30 p.m. 3:00 p.m.

Connecting the dots between your experience, skills, and knowledge, to the job requirements is critical to landing a job.. Learn how to showcase your talents in a meaningful way and communicate your qualifications with impact.

- Bring a copy of your target job posting / job description for hands-on help.\*

## WESTMONT

### MULTIGENERATIONAL WORKPLACE COMMUNICATION STRATEGIES

September 28, Thursday 1:30 p.m. - 3:00 p.m.

Each generation has distinct attitudes, behaviors, expectations, habits and motivational buttons. Learn to navigate the generational divide on interviews and in the workplace.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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“Do not let what you cannot do interfere with what you can do.” – John Wooden

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3	4 HAPPY LABOR DAY	5 WTN Orientation 1	6 WTN Orientation 2	7	8 SE Orientation 1	9
10	11	12 SE Orientation 2	13	14 WHEATON T-FACTOR 1:30—3:00	15	16
17	18	19 WTN Orientation 1	20 WTN Orientation 2	21	22 SE Orientation 1	23
24	25	26 SE Orientation 2	27	28 WESTMONT MULTIGEN. COMMUNICATION STRATEGIES 1:30—3:00	29	30

Need extra help learning email or applying online for jobs? .  
Attend Open Learning where an Instructor is available to assist you.

## Open Learning in the Computer Training Center

### WHEATON Open Learning Hours

Monday ..... 11:30 am - 1:00 pm  
Wednesday ..... 11:30 am - 1:00 pm  
Friday ..... 11:30 am - 1:00 pm

### WESTMONT Open Learning Hours

Tuesday .....1:00 pm - 3:00 pm  
Wednesday .....8:30 am - 11:30am  
Thursday .....5:30 pm - 7:30 pm

### PEOPLE'S RESOURCE CENTER

(630) 682 - 5402 ext. 333

201 S. Naperville Rd., Wheaton, IL 60187

104 Chestnut Ave. Westmont, IL 60559

www.peoplesrc.org

