



WIOA WORKSHOPS AT THE RETAIL & HOSPITALITY SECTOR CENTER!

Retail & Hospitality Sector Center • 218 S. Wabash Street, Suite 540 • Chicago, IL 60604 • Tel: 312-281-7925

Hours of Operation - Monday - Friday 8.30am-4.30pm

AUGUST 2019 - WIOA WORKSHOP CALENDAR

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|--|--|--|
| | | | 1 10:00am-12.00pm - Interviewing Techniques | 2 10:00am-12.00pm - Time Management |
| 5 | 6 | 7 | 8 | 9 |
| 9:30am-11:30am - WIOA Orientation 10:00am-12.00pm - Basic Financial Literacy | 10:00am-12:00pm - Foundations for Career Empowerment | 10:00am-12.00pm - Resume 101 | 10:00am-12.00pm - Interviewing Techniques | 10:00am-12.00pm - Time Management |
| 12 | 13 | 14 | 15 | 16 |
| 10:00am-12.00pm - Basic Financial Literacy | 10:00am-12:00pm - Foundations for Career Empowerment | 10:00am-12.00pm - Resume 101 | 10:00am-12.00pm - Interviewing Techniques | 10:00am-12.00pm - Time Management |
| 19 | 20 | 21 | 22 | 23 |
| 9:30am-11:30am - WIOA Orientation | 10:00am-12:00pm - Foundations for Career Empowerment | 10:00am-12.00pm - Resume 101 | 10:00am-12.00pm - Interviewing Techniques | 10:00am-12.00pm - Time Management |
| 26 | 27 | 28 | 29 | 30 |
| 10:00am-12.00pm - Basic Financial Literacy | 10:00am-12:00pm - Foundations for Career Empowerment | 10:00am-12.00pm - Resume 101 | 10:00am-12.00pm - Interviewing Techniques | 10:00am-12.00pm - Time Management |

WORKSHOPS FOR WIOA CUSTOMERS AT THE RETAIL & HOSPITALITY SECTOR CENTER:

Orientation: The Retail & Hospitality Sector Center orientation will provide information about the Workforce Innovation Opportunity Act (WIOA) educational and training opportunities, program eligibility, intake process, and initial skills assessment requirements. During orientation, attendees will meet with Career Coaches to explore career options and develop career plans, including enrollment in relevant workshops and training sessions, based on their skills assessment and interests. All persons referred to the Sector Center must attend Orientation. **Orientations will be run every other Monday at 9:30a.m., beginning July 22, 2019.**

Interviewing Techniques: This workshop will help job seekers understand how to present their resume and project a professional image during a job interview. Participants will learn responses to typical interview questions and techniques for handling difficult questions and situations. Job seekers also learn how to ask the interviewer questions that create positive impressions.

Time Management: This workshop is for participants who are seeking an introduction to the time management skills needed to properly balance personal and professional time commitments. Participants will learn the basics of list-making, organization, time blocking, and how to identify problem areas with their own workflows to improve their productivity, enhance their work performance, and manage personal commitments.

Resume 101: This workshop is for participants without a resume or have an electronic version in any format besides MS Word. Participants will learn how to create or re-format their resume in MS Word and then highlight their skills that retail employers want to see. This workshop will introduce participants to multiple formats, templates, and the do's and don'ts of developing a resume. Participants will also learn the elements of a good cover letter.

Basic Financial Literacy Workshop: This workshop is for participants seeking to enhance their financial knowledge to enable them to accomplish their personal goals. Participants will take a brief financial literacy survey before starting topics addressing basic budgeting, how to pay your bills, understanding employment tax forms, understanding your credit and protecting your financial information online. Students looking for more advanced help will be able to schedule one on one assistance with the workshop leader. This workshop is ideal for the newly employed.

Foundations for Career Empowerment: This workshop is aimed at providing the job seeker with the foundational skills necessary to be successful in their job search and upon hire. We will address issues including communication, dressing for success, jobs v. careers, time management and employer expectations.



Funding for this project is made possible through a grant provided by the Chicago Cook Workforce Partnership. Our agency is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.