



WIOA WORKSHOPS AT THE 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

JANUARY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1-Jan Closed - New Year's Day!	2-Jan	3-Jan
6 10:00am-12.00pm - Basic Financial Literacy	7 10:00am-12:00pm - Foundations for Career Empowerment	8 10:00am - Resume Workshop	9 10:00am - Interviewing Techniques	10 10:00am - Time Management
13 10:00am-12.00pm - Basic Financial Literacy	14 10:00am-12:00pm - Foundations for Career Empowerment	15 10:00am - Resume Workshop	16 10:00am - Interviewing Techniques	17 10:00am - Time Management
20 Closed - Martin Luther King Jr. Day Observed	21 10:00am-12:00pm - Foundations for Career Empowerment	22 10:00am - Resume Workshop	23 10:00am - Interviewing Techniques	24 10:00am - Time Management
27 10:00am-12.00pm - Basic Financial Literacy	28 10:00am-12:00pm - Foundations for Career Empowerment	29 10:00am - Resume Workshop	30 10:00am - Interviewing Techniques	31 10:00am - 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.

ITA Workshop: ITA is a financial subsidy in the form of a voucher that allows qualified WIOA customers to access eligible training programs determined by the Chicago Cook Workforce Partnership. This workshop is for participants in the WIOA program who are exploring participation in a training or vocational training program that will require an Individual Training Account voucher. Participants will learn the basis of what an ITA is, the process of applying, and the steps that they need to take to obtain their ITA voucher. We will show participants how to complete all required Exploration Forms and paperwork associated with their ITA.

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.