

# 5 STEPS TO YOUR NEXT JOB: JANUARY 2019

- Dates:** Monday, January 28 to Friday, February 1
- Time:** 10:30 am to 12:30 pm, each day
- Location:** Waukegan Public Library 128 N. County St., Waukegan, IL
- Reservations:** Email [mmueller@lakecountyil.gov](mailto:mmueller@lakecountyil.gov) or call **847.377.3439**
- Parking:** 3 hours free in the City Garage at the corner of County and Clayton Streets. Parking ticket must be validated at library.

RESEARCH

PREPARE

DOCUMENT

FIND

LAND

Meet with a career team from Lake County Workforce Development during the week! Attend all 5 workshops to earn your 5 Step Certificate.

## TESTIMONIALS FROM PREVIOUS PARTICIPANTS

“5 Steps taught me how to market myself and my skills, assisted me with my resume and gave me key points on how to interview! There is so much about social media I didn’t know. 5 Steps helped fill those gaps for me. I’m very thankful I had the opportunity to attend this workshop.”

“Every presenter was knowledgeable and friendly. By midweek, my confidence improved, I was more focused and eager to learn more. 5 Steps rocks!”



WAUKEGAN PUBLIC LIBRARY

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TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE  
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# 5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:

**RESEARCH**  
Monday

Align yourself with current workforce demand. Inventory your skills. Research local trends. Use online tools to determine your next job move.

**PREPARE**  
Tuesday

Set short term and long term career goals! Find free training resources and funding options to take your career to the next level. Get organized and begin.

**DOCUMENT**  
Wednesday

Fully document your knowledge, skills and experience with written tools including: applications, social media, email, letters, and resumes. Describe how you are the unique solution to fill an employer's needs.

**FIND**  
Thursday

Identify target companies. Develop an elevator speech. Practice networking techniques.

**LAND**  
Friday

Prepare for and ace your next interview! Rehearse specific responses to behavioral interview questions. Learn how to follow up after an interview and negotiate salary and benefits.