



Be an Illinois workNet™

Content Manager

Are you reaching ALL of your potential audience?

Your services will be seen by more than one million individuals and businesses a year on Illinois workNet™. Furthermore, the number of visitors and registered users increases by 30% each quarter. As a local Illinois workNet Content Manager, you will be able to create, edit, and manage information within Illinois workNet local content areas. This course will help you to develop postings and distribute pertinent information which aligns with the purpose and goals of Illinois workNet, while maintaining the quality of the local information published to the portal. Market your services and provide outreach to individuals and Illinois businesses for FREE as an Illinois workNet Content Manager.

Illinois workNet Content Managers may work in a variety of settings, including Illinois workNet Centers and their partner agencies, faith-based organizations, community-based organizations, libraries, and education entities.

Course Facts

This online course is composed of an introduction and three units: 1) Content Management Overview, 2) Creating, Editing and Deleting Local Postings, and 3) Adding Formatting, Attachments, and Images to Local Postings. To take this course, you are required to have completed the Certified Illinois workNet Advisor course (CIWA) and have Internet access.

The course averages two hours to complete. There is no additional travel or reading materials, and you can take it at your own pace. Like the CIWA course, this online course is designed to be easy to take and to understand.

Each unit is composed of lessons with 10-question quizzes that are graded. A passing score of 80%, based on unit quizzes, is required to pass the course. Upon successful completion of the course, an Illinois workNet Content Manager Certificate is earned, as well as one (1) Continuing Education Unit from Southern Illinois University Carbondale, Department of Continuing Education. The course is a valuable resource, so after completing it you will still have access for as much as one year.





Illinois workNet™ Content Managers

Use the Illinois workNet Portal to assist their customers and local partners, and:

- access the Illinois workNet Content Management system
- create, edit and manage local content postings
- create featured Illinois workNet promos
- locate information on publishing local content to Laid Off Workers Assistance Events
- provide information to local individuals on job, career, education and training opportunities, as well as work support services
- assist businesses in recruiting workers, finding training resources and accessing other types of assistance to remain competitive

Enrollment is Through Local Workforce Investment Areas and Boards

Enrollment is FREE to Illinois workNet sites! To learn more about becoming an Illinois workNet site and enrolling in this course, contact the Illinois workNet Team.

Contact Information

For more information about the course, contact the Illinois workNet Team.

Phone:

Fax:

Email:

TTY users may reach us by using the Illinois Relay Center by dialing 711 or 1-800-526-0844

Sponsored by the Illinois Department of Commerce and Economic Opportunity.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

www.illinoisworknet.com

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Illinois workNet™ Centers are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.