



Job-Seeker Workshop Schedule

October, November, and December 2017

| Mondays | Tuesdays | Wednesdays | Thursdays | Fridays |
|---|---|--|---|---|
| 9 a.m. – 3 p.m. OMJ–SC Orientation <i>(sessions begin on the hour)</i> | 9 a.m. – 3 p.m. Career Workshop Session I | 9 a.m. – 3 p.m. Career Workshop Session II | 9 a.m. – 3 p.m. Career Workshop Session III | 9 a.m. – 11 a.m. Basic Computer/MS Word |
| 10 a.m. – 12 p.m. Smart Money Choices <i>(last Monday of each month)</i> | 5 p.m. – 7 p.m. Resume' Basics <i>(1st and 3rd Tuesdays)</i> | 1 p.m. – 3 p.m. Resume' Writing 101 <i>(not offered on the last Wednesday of the month)</i> | 10 a.m. – 12 p.m. Training & Education: What's in it for me? <i>(1st and last Thursday of the month)</i> | 9 a.m. – 11 a.m. Social Media Workshop |
| | 5 p.m. – 7 p.m. Interviewing <i>(2nd and 4th Tuesdays)</i> | | | 11:30 a.m. – 12:30 p.m. Basic Internet and E-mail |

Space is limited—register soon at OhioMeansJobs–Summit County or by calling 330.633.1050 (select option #2 when calling).

If OMJCSC is closed on Monday due to a holiday, OMJCSC Orientation will be held on Tuesday.

Workshop Descriptions

OMJ–SC Orientation

Welcome to the OhioMeansJobs (OMJ) Summit County Center! In this orientation, participants will receive an overview of services offered at the OMJ Center, including training opportunities, employment paths, resume' development, and professional career advising. Participants will also create an OMJ career profile to match career options to their interests!

Training & Education: What's in it for me? *(1st and last Thursday of the month)*

This interactive workshop will discuss the various training and educational options available to you, from certificates, licenses, and apprenticeships to associate's and bachelor's degrees and beyond. Learn what's in demand, what WILL be in demand, how long school will take to complete, how much will it cost, how training and education can increase your job/career options, and what kind of money can you earn. Presented by UA Adult Focus, the University of Akron.

Workshop Descriptions continued

Career Workshop

This 3-day workshop covers the most important aspects of an effective job search strategy, including how to think like an employer, develop a self-marketing plan, project a professional image and positive attitude throughout your job search, emphasize your unique skill sets and talents, understand the basics of resume writing, complete applications, and interview. Participants will also learn how to navigate the OhioMeansJobs (OMJ) site and conduct an effective job search through the state system and discover the benefits of the career Backpack.

Basic Computer/MS Word

Participants will learn basic computer operation, document creation, formatting, and how to save a file for future use.

Basic Internet and E-mail

Participants will learn basic Internet navigation and receive instruction on sending attachments via e-mail.

Social Media Workshop

In this 2-hour Social Media Workshop, participants will learn how to use Facebook, Twitter, and LinkedIn to network, project a professional image, and search for jobs online. (Prerequisite: working knowledge of computers and Internet.)

Smart Money Choices

Participants will receive basic financial knowledge about credit and money management.

Resume' Writing 101

(Not offered on the last Wednesday of the month)

Participants will learn the basic elements of resume' writing (such as what to include and how to best showcase their skills, abilities, experiences, and education) and leave the class with a completed resume'. Please bring your employment history to this class. Participants must have some basic computer skills and an e-mail address before taking this class.

Resume' Basics *(1st and 3rd Tuesday evening only)*

This workshop will discuss different resume formats and the advantages and disadvantages of each. Learn to write an effective summary that shows potential employers what you bring to the table, and discover how to overcome gaps in work history and age discrimination. This course will provide you with up-to-date resume' trends and is invaluable for anyone who wants to learn how to create a quality resume and maximize the chances of landing an interview.

Interviewing *(2nd and 4th Tuesdays)*

This workshop will discuss common interview questions and how to answer them. Participants will have the opportunity to practice their own 30-second commercials and STAR stories.



Summit County

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Department of Job and Family Services