



Job-Seeker Workshop Schedule

January, February, and March 2019

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
9 a.m. – 3 p.m. OMJ Center 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 – 11 a.m. Basic Computer/MS Word
1:30 – 2:30 p.m. Smart Money Choices <i>(2nd and 4th Monday of the month)</i>	9 – 11 a.m. Navigating OhioMeansJobs.com	1 – 3 p.m. Resumé Writing 101 <i>(1st and 3rd 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 – 11 a.m. Social Media Workshop <i>(1st and 3rd Friday of the month)</i>
	3 – 7 p.m. WorkKeys Assessment	1 – 3 p.m. Soft Skills for Success <i>(2nd and 4th Wednesday of the month)</i>	12:30 – 4:30 p.m. WorkKeys Assessment	9 – 11 a.m. Mastering the Interview <i>(2nd and 4th Friday of the month)</i>
	5 – 7 p.m. Resumé Basics	2 – 4 p.m. Mature Workers Orientation <i>(2nd and 4th Wednesdays of the month)</i>		9 a.m. – 1 p.m. WorkKeys Assessment
				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 OMJSC is closed on Monday due to a holiday, OMJSC Orientation will be held on Tuesday.

Workshop Descriptions

Basic Computer/MS Word

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

Basic Internet and E-mail

Learn basic Internet navigation and receive instruction on sending attachments via e-mail.

Career Workshop

This three-day workshop covers important aspects of an effective job-search strategy, navigating the OMJ Center website and the state job-search system, and the benefits of the career Backpack.

Workshop Descriptions (continued)

Mastering the Interview *(2nd and 4th Friday of the month)*

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.

Mature Workers Orientation *(2nd and 4th Wednesday)*

The Senior Community Service Employment Program offers paid job training in several different employment fields. If you are age 55 or older and need additional skills and assistance with your employment search, this program may be for you.

Navigating OhioMeansJobs.com

This interactive workshop covers everything OhioMeansJobs.com has to offer, including completing a career profile, searching for job, preparing for interviews, identifying new education and career opportunities, and managing your income.

OMJ Center Orientation

Receive an overview of services offered at the OMJ Center and create an OMJ career profile to match career options to your interests.

Resumé Basics

This workshop will discuss different resumé formats, up-to-date resumé trends, and how to create a quality resumé to maximize the chances of landing an interview.

Resumé Writing 101 *(1st and 3rd Wednesday of the month)*

Learn the basics of resumé writing and leave the class with a completed resumé. Please bring employment history to this class. (Participants must have some basic computer skills and an e-mail address before taking this class.)

Smart Money Choices *(2nd and 4th Monday of the month)*

Receive basic financial knowledge about credit and money management.

Social Media Workshop *(1st and 3rd Friday of the month)*

Learn how to use social media platforms to network, project a professional image, and search for jobs online. (Prerequisite: working knowledge of computers and Internet.)

Soft Skills for Success *(2nd and 4th Wednesday of the month)*

Learn how to stay ahead in today's job market by impressing employers with your positive attitude, strong work ethic, effective communication and problem-solving skills, and appropriate use of technology.

Training & Education: What's in it for me?

(1st and last Thursday of the month)
This interactive workshop will cover the various training and educational options available to participants. Presented by UA Adult Focus, the University of Akron.

WorkKeys Assessment

WorkKeys is a nationally recognized standardized assessment used to measure common workplace skills and career readiness. Please register at the OMJ Center reception desk or call 330.633.1050.



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