

# Quarterly Workshop Schedule

72 Public Square, 1<sup>st</sup> Floor, Medina, Ohio 44256  
(See reverse side for details and times of workshops)

JULY 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5 <b>CLOSED</b> Independence Day	6	7 Navigating OMJ.com	8	9
12 OMJ Center Orientation	13 Career Workshop I	14 Career Workshop II	15 Career Workshop III	16
19 OMJ Center Orientation	20	21 Computer Workshop	22	23 Social Media & Networking Group
26 OMJ Center Orientation	27 Career Workshop I	28 Career Workshop II	29 Career Workshop III	30
AUGUST 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 OMJ Center Orientation	3	4 Navigating OMJ.com	5	6
9 OMJ Center Orientation	10 Career Workshop I	11 Career Workshop II	12 Career Workshop III	13
16 OMJ Center Orientation	17	18 Computer Workshop	19	20 Social Media & Networking Group
23/30 OMJ Center Orientation	24 Career Workshop I	25 Career Workshop II	26 Career Workshop III	27
SEPTEMBER 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Navigating OMJ.com	2	3
6 <b>CLOSED</b> Labor Day	7 OMJ Center Orientation	8 Career Workshop I	9 Career Workshop II	10 Career Workshop III
13 OMJ Center Orientation	14	15 Computer Workshop	16	17 Social Media & Networking Group
20 OMJ Center Orientation	21 Career Workshop I	22 Career Workshop II	23 Career Workshop III	24
27 OMJ Center Orientation	28	29	30	

## WORKSHOP DESCRIPTIONS

### OMJ Center Orientation

9:00 AM – 11:00 AM

*Offered in-person or  
virtually.*

Receive an overview of services offered by OhioMeansJobs|Medina County and its Partners, register for WIOA Career Services, and then create an OMJ profile and upload your résumé to OhioMeansJobs.com so that employers can find you. Next, meet with our team to discuss your most immediate job search and training needs.

#### What to bring:

1. Two (2) forms of valid ID
2. Electronic résumé. If you do not have a résumé, we will need to create one for you.
3. DD-214 – if you are a Veteran
4. Unemployment Determination Letter if receiving or exhausted UI benefits
5. OhioMeansJobs.com username and password

*Please note: A one-on-one orientation may be scheduled by calling 330-723-9675 or by visiting <https://bit.ly/omjcorientation>.*

### Career Workshop

9:00 AM – 11:00 AM

*Prior **WIOA** registration  
required to attend.  
Offered in-person or  
virtually.*

This three-day workshop covers important aspects of an effective job-search strategy, including resumes, interviewing, and Applicant Tracking Systems (ATS). Participants who complete Career Workshop are then paired with an Employment Specialist or Career Counselor to provide individualized career assistance to them throughout their job search. Those seeking WIOA funding for occupational skills training will be paired with a Training Specialist.

### Navigating

#### OhioMeansJobs.com

11:00 AM – 12:00 PM

*Prior registration required.  
Offered in-person.*

Learn about the usefulness of the all new OhioMeansJobs.com and Labor Market Information websites, all while learning how to use both websites to conduct an effective job search. *Please have your OhioMeansJobs.com username and password available in order to fully participate in this workshop.*

### Computer and Internet Skills Workshop

10:00 AM – 12:00 PM

*Prior registration required.  
Offered in-person.*

This workshop will focus on basic computer skills, including the operation of PCs, using word processors and other software relevant to the job market, exploring the Internet, email, and internet safety. The class will be organized into a two-hour session divided between instruction and practical application; students will engage with lecture materials by operating computers to execute web searches, learn basic key commands, and create and edit documents and emails.

## GROUP DESCRIPTION

### Social Media & Networking Group

9:30 AM – 11:00 AM

*Prior **WIOA** registration  
required to attend. Offered  
virtually.*

This free networking group is for **executive and management professionals** who wish to meet with their professional peers to learn about different trends and theories – all while finding camaraderie in the process. Learn how to use social media platforms, such as LinkedIn, to network, project a professional image, and search for jobs online. Each Social Media & Networking Group meeting presents participants with new and pertinent information, such as networking, “elevator” speeches, and marketing for professionals to increase employment opportunities.