

Quarterly Workshop Schedule

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

JULY 2022				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 CLOSED Independence Day	5 Career Workshop I	6 Career Workshop II	7 Career Workshop III	8
11 OMJ Center Orientation	12	13 Navigating OMJ.com	14	15 Social Media & Networking Group
18 OMJ Center Orientation	19 Career Workshop I	20 Career Workshop II	21 Career Workshop III	22
25 OMJ Center Orientation	26	27 Computer Workshop	28	29
AUGUST 2022				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 OMJ Center Orientation	2 Career Workshop I	3 Career Workshop II	4 Career Workshop III	5
8 OMJ Center Orientation	9	10 Navigating OMJ.com	11	12
15 OMJ Center Orientation	16 Career Workshop I	17 Career Workshop II	18 Career Workshop III	19 Social Media & Networking Group
22 OMJ Center Orientation	23	24 Computer Workshop	25	26
29 OMJ Center Orientation	30 Career Workshop I	31 Career Workshop II		
SEPTEMBER 2022				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Career Workshop III	2
5 CLOSED Labor 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 Social Media & Networking Group
19 OMJ Center Orientation	20	21 Computer Workshop	22	23
26 OMJ Center Orientation	27 Career Workshop I	28 Career Workshop II	29 Career Workshop III	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 through Zoom.*

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.