

PLEASE NOTE:
In-person workshops,
and use of the Resource
Room are by appointment
only. Call 330.633.1050
to schedule your
appointment.

Job-Seeker **Workshop Schedule**

October, November, and December 2022

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(Available daily, by appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(Available daily, by appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(Available daily, by appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(Available daily, by appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(Available daily, by appointment only)</i>
9:00 a.m. – 11:30 a.m. Career Workshop #5: Leveraging Social Media <i>(2nd and 3rd Monday of the month)</i>	9:00 a.m. – 11:30 a.m. Career Workshop #1: Modern Job Search <i>(Tuesdays and Thursdays each month)</i>	9:00 a.m. – 11:30 a.m. Career Workshop #4: Training & Development <i>Wednesdays, 9:00 a.m., and Mondays, 12:30 p.m. each month)</i>	9:00 a.m. – 11:30 a.m. Career Workshop #1: Modern Job Search <i>(Tuesdays and Thursdays each month)</i>	9:00 a.m. – 11:30 a.m. Career Workshop #3: Mastering the Interview <i>(Fridays, 9:00 a.m., and Wednesdays, 12:30 p.m. each month)</i>
12:30 p.m. – 3:00 p.m. Career Workshop #4: Training & Development <i>(Mondays, 12:30 p.m., and Wednesdays, 9:00 a.m. each month)</i>	9:00 a.m. – 11:00 a.m. Navigating OhioMeansJobs.com <i>(1st Tuesday of the month)</i>	12:30 – 3:00 p.m. Career Workshop #3: Mastering the Interview <i>(Wednesdays, 12:30 p.m., and Fridays, 9:00 a.m. each month)</i>	12:30 – 3:00 p.m. Career Workshop #2: Leveraging a Modern Resume <i>(Tuesdays and Thursdays each month)</i>	
	12:30 – 3:00 p.m. Career Workshop #2: Leveraging a Modern Resume <i>(Tuesdays and Thursdays each month)</i>	1:00 p.m. – 3:00 p.m. Basic Computer/ MS Word <i>(2nd and 4th Wednesday of the month)</i>		
		1:00 p.m. – 3:00 p.m. Resumé Writing 101 <i>(1st and 3rd Wednesdays of the month)</i>		

***NOTE: Monday, October 10, (Columbus Day), Friday, November 11, (Veterans Day), Thursday, November 24 and Friday, November 25 (Thanksgiving), Friday, December 23 and Monday, December 26 (Christmas) – NO WORKSHOPS due to the holidays.**

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

**WORKSHOP
DESCRIPTIONS**
LOCATED ON THE BACK 

Workshop Descriptions

Basic Computer/MS Word

(2nd and 4th Wednesday of the month)

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

Career Workshop 1: Modern Job Search

(Tuesday and Thursday, each month)

Attendees will learn how to uncover hidden jobs and maximize use of job search resources such as OMJ center, Ohiomeansjobs.com, and social media. Additionally, attendees will learn how applicant tracking software works and how to make sure they aren't filtered out of the candidate pool.

Career Workshop 2: Leveraging a Modern Resume

(Tuesday and Thursday, each month)

Attendees will learn how to build an effective resume including common resume myths, what does and does not belong in a resume, and how to put a resume in order by relevance as well as learn how to create an ATS friendly resume using both chronological and functional platforms.

Career Workshop 3: Mastering the Interview

(Wednesday, 12:30 p.m. and Friday, 9:00 a.m. each month)

Attendees will learn how to prepare for interviews as well as how to answer some of the most challenging interview questions.

Career Workshop 4: Training and Development

(Monday, 12:30 p.m. and Wednesday, 9:00 a.m. each month)

Attendees will learn how and when to use training to enhance career opportunities utilizing free tools and resources including MBIT, Disc Inventory. Additionally, attendees will learn about possible training, apprenticeships, education resources and how to effectively utilize them.

Career Workshop 5: Leveraging Social Media

(2nd and 3rd Monday 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.)

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 *(Available daily)*

Receive an overview of services offered at the OMJ Center and create an OMJ career profile to match career options to your interests. Attendees will learn more about job search assistance, short-term training options, and other services offered through the OhioMeansJobs center.

Resume 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.)