

Quarterly Workshop Schedule

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

JANUARY 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CLOSED 2 New Year's Day	3	4	5	6
9 OMJ Center Orientation	Career Workshop I	Career Workshop II Navigating OMJ.com	Career Workshop III	13
CLOSED 16 Martin Luther King Day	17	18	19	20
23/30 OMJ Center Orientation	Career Workshop I	Career Workshop II Computer Workshop	Career Workshop III	27 Social Media & Networking Group
FEBRUARY 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 OMJ Center Orientation	Career Workshop I	Career Workshop II Navigating OMJ.com	Career Workshop III	10
13 OMJ Center Orientation	14	15	16	17
CLOSED 20 Presidents' Day	Career Workshop I	Career Workshop II Computer Workshop	Career Workshop III	24 Social Media & Networking Group
27 OMJ Center Orientation	28			
MARCH 2023				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 OMJ Center Orientation	Career Workshop I	Career Workshop II Navigating OMJ.com	Career Workshop III	10
13 OMJ Center Orientation	14	15	16	17
20 OMJ Center Orientation	Career Workshop I	Career Workshop II Computer Workshop	Career Workshop III	24 Social Media & Networking Group
27 OMJ Center Orientation	28	29	30	31

WORKSHOP DESCRIPTIONS

OMJ Center Orientation

9:00 AM – 11:00 AM

*Offered in-person or
virtually.*

Receive an overview of services offered by the OhioMeansJobs|Medina County network, register for WIOA Career Services, and upload your résumé to OhioMeansJobs.com so that employers can find you. Next, meet with our team to discuss your job search or 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 or your spouse are a Veteran
4. Unemployment Determination Letter if receiving or exhausted UI benefits
5. OhioMeansJobs.com username and password – if you already have an OMJ account

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 the 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.