



**PLEASE NOTE:**

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

**OhioMeansJobs Summit County**

Job-Seeker Workshop Schedule  
First Quarter 2023

# Job-Seeker Workshop Schedule

January, February, and March 2023

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

\*NOTE: Monday, January 2, (New Year's Day observed), Monday, January 16, (Martin Luther King Day), and Monday, February 20 (Presidents' Day) — 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



**Summit County**  
A proud partner of the  
American Job Center network



Department of Job and Family Services



Summit and Medina  
Workforce Area  
Council of Governments

# 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](http://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](http://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](http://OhioMeansJobs.com) center.

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

Learn the basics of resume writing and leave the class with a completed resume. Please bring your employment history, a job description/job posting (if available or applicable), as well as your most up-to-date resume to this class. A resume is not required to attend, but it is strongly encouraged. (Participants must have basic computer skills and an email address before taking this class.)