

**OhioMeansJobs.****Medina County**A proud partner of the
American Job Center network

Quarterly Workshop Schedule

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

JANUARY 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CLOSED 1 New Year's Day	2	3	4	5
8 OMJ Center Orientation	9 Career Workshop I	10 Career Workshop II Navigating OMJ.com	11 Career Workshop III Career Workshop IV	12 Social Media & Networking Group
CLOSED 15 Martin Luther King Day	16	17	18	19
22 OMJ Center Orientation	23 Career Workshop I	24 Career Workshop II Computer Workshop	25 Career Workshop III Career Workshop IV	26
29 OMJ Center Orientation	30	31		
FEBRUARY 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 OMJ Center Orientation	6 Career Workshop I	7 Career Workshop II	8 Career Workshop III Career Workshop IV	9 Social Media & Networking Group
12 OMJ Center Orientation	13	14 Navigating OMJ.com	15	16
CLOSED 19 Presidents' Day	20 Career Workshop I	21 Career Workshop II	22 Career Workshop III Career Workshop IV	23
26 OMJ Center Orientation	27	28 Computer Workshop	29	
MARCH 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 OMJ Center Orientation	5 Career Workshop I	6 Career Workshop II	7 Career Workshop III Career Workshop IV	8 Social Media & Networking Group
11 OMJ Center Orientation	12	13 Navigating OMJ.com	14	15
18 OMJ Center Orientation	19 Career Workshop I	20 Career Workshop II	21 Career Workshop III Career Workshop IV	22
25 OMJ Center Orientation	26	27 Computer Workshop	28	29



OHIO MEANS JOBS CENTER ORIENTATION

OMJ Center Orientation

9:00 AM – 11:00 AM

*Offered in-person or
virtually.*

Receive an overview of services offered by OhioMeansJobs Medina County, register for WIOA Career Services, and upload your résumé to OhioMeansJobs.com. Next, speak 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 or OH|ID login credentials to access electronically
5. OhioMeansJobs.com and OH|ID login credentials

A one-on-one orientation appointment may be scheduled by calling 330-723-9675 or by visiting <https://bit.ly/omjmcorientation>.

WORKSHOP & GROUP DESCRIPTIONS

Career Workshop I, II, & III

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 connected with an Employment Specialist or Career Counselor to provide individualized career assistance to them throughout their job search.

Career Workshop IV

11:00 AM – 12:00 PM

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

Learn how and when to use occupational skills training to enhance career opportunities utilizing free tools and resources, including Myers–Briggs Type Indicator (MBTI) and DiSC Inventory. This workshop also covers training, apprenticeships, and educational resources and how to effectively utilize them.

Navigating

OhioMeansJobs.com

11:00 AM – 12:00 PM

*Prior registration required.
Offered in-person.*

Learn about the usefulness of the 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 and OH|ID login credentials 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, exploring the Internet, email, and internet safety. The class is 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.

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-level professionals** who wish to meet with their professional peers to learn about and discuss the latest job search and networking trends – all while finding camaraderie in the process. Learn how to use social media platforms, such as LinkedIn, to network, project a professional image, and job search. Each Social Media & Networking Group meeting presents participants with new and pertinent information, such as networking, “elevator” speeches, and marketing for professionals to increase career opportunities.