



Job Seeker Workshop Schedule

2Q2024
April, May, and June

In-person workshops are by appointment only. Call 330.633.1050 to schedule your appointment.

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(By appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(By appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(By appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(By appointment only)</i>	8:30 a.m. – 3:00 p.m. OMJ Center Orientation <i>(By appointment only)</i>
9:00 a.m. – 10:00 a.m. Career Guidance with College Now <i>(4th Monday 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 #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>
9:00 a.m. – 10:00 a.m. College Now Financial Aid, FAFSA, and Scholarships Workshop <i>(1st Monday 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 #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>	
9:00 a.m. – 10:00 a.m. College Now Student Loans Workshop <i>(3rd Monday each month)</i>		1:00 p.m. – 3:00 p.m. Basic Computer Workshop <i>(2nd and 4th Wednesday each month)</i>		
9:00 a.m. – 11:30 a.m. Social Media Bootcamp <i>(2nd Monday each month)</i>		1:00 p.m. – 3:00 p.m. Resumé Writing 101 <i>(1st and 3rd Wednesdays 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>				

Workshop Descriptions located on back

NOTE: There will be no workshops on Monday, May 27, (Memorial Day) and Wednesday, June 19, (Juneteenth) due to the holidays.
LIMITED SPACE—register now online at OhioMeansJobs.com/Summit or by calling 330.633.1050 (select option #2 when calling).



Workshop Descriptions

In-person workshops are by appointment only. Call 330.633.1050 to schedule your appointment.

Basic Computer Workshop

2nd and 4th Wednesday each month

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

Career Guidance with College Now

4th Monday each month

Explore affordable and best-fit postsecondary options—apprenticeship, certificate, trade, 2-year, and 4-year programs—using College Now's exclusive Managing Advancement Programs (MAP) database. MAP, developed by College Now and TeamNEO, connects you to local, in-demand careers in health care, manufacturing, and information technology.

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 MBTI, Disc Inventory. Additionally, attendees will learn about possible training, apprenticeships, education resources and how to effectively utilize them.

College Now Financial Aid, FAFSA, and Scholarships Workshop

1st Monday each month

Unlock the mysteries of college affordability and the Free Application for Federal Student Aid (FAFSA). Navigate tuition, financial aid, scholarships, and more. Equip yourself with tools and insights to strategically manage your college finances and maximize financial awards. This workshop will also provide step-by-step guidance on creating your FSA ID, making the complex process a breeze.

College Now Student Loans Workshop

3rd Monday each month

Demystify student loans. This workshop is a beginner's guide to borrowing wisely and understanding the fine print. Discover the various loan options available and learn strategies for responsible borrowing and repayment for your post-secondary education. Already have loans? Discover how to get out of default, find assistance with past due balances, and more.

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.

Resumé Writing 101

1st and 3rd Wednesday each month

Learn the basics of resume writing and leave the class with a completed resume. 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.)

Social Media Bootcamp

2nd Monday each month

Attendees will learn about leveraging social media in their job search. Focusing on LinkedIn and Facebook, this class covers the finer points of online networking, accessing hidden jobs, and the importance of a professional social media presence in attracting recruiters.