



Quarterly Workshop Schedule

72 Public Square, 1st Floor, Medina, Ohio 44256

(See reverse side for details and times of workshops, including information on the new **Digital Inclusion and Literacy (DIAL)** offerings.)

APRIL 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 OMJ Center Orientation	2 Career Workshop I	3 Career Workshop II	4 Career Workshop III Career Workshop IV	5
CLOSED 8 Total Solar Eclipse	9	10	11	12 Social Media & Networking Group
15 OMJ Center Orientation	16 Career Workshop I	17 Career Workshop II	18 Career Workshop III Career Workshop IV	19
22 OMJ Center Orientation	23	24	25	26
29 OMJ Center Orientation	30 Career Workshop I			
MAY 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Career Workshop II	2 Career Workshop III Career Workshop IV	3
6 OMJ Center Orientation	7	8	9	10 Social Media & Networking Group
13 OMJ Center Orientation	14 Career Workshop I	15 Career Workshop II	16 Career Workshop III Career Workshop IV	17
20 OMJ Center Orientation	21	22	23	24
CLOSED 27 Memorial Day	28 Career Workshop I	29 Career Workshop II	30 Career Workshop III Career Workshop IV	31
JUNE 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 OMJ Center Orientation	4	5	6	7
10 OMJ Center Orientation	11 Career Workshop I	12 Career Workshop II	13 Career Workshop III Career Workshop IV	14 Social Media & Networking Group
17 OMJ Center Orientation	18	CLOSED 19 Juneteenth	20	21
24 OMJ Center Orientation	25 Career Workshop I	26 Career Workshop II	27 Career Workshop III Career Workshop IV	28



OHIOMEANSJOBS CENTER ORIENTATION

OMJ Center Orientation

9:00 AM – 11:00 AM

Offered in-person or virtually.

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

Learn about the services that OhioMeansJobs Medina County has to offer, 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

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.

Social Media & Networking Group

9:30 AM – 11:00 AM

*Prior **WIOA** registration required to attend. May be offered in-person or 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.

NEW! Digital Inclusion and Literacy (DIAL)

Classes will be scheduled when 10 or more people sign up, so invite your friends and neighbors.

Have you heard of Medina County’s Digital Inclusion and Literacy (DIAL) program? While most courses are available online on-demand at medinaco.org/dial, we are excited to offer in-person instructor-led courses at OhioMeansJobs Medina County because we know it can be difficult to learn new technology in a remote setting.

Available classes:

1. Gmail Email Account Set-Up
2. Internet Basics and Online Safety (in-person only)
3. TV & Movie Streaming
4. Chromebook Laptop
5. Scams – Be Aware and Be Wary!