

Zoom Link for Classes

<https://us04web.zoom.us/j/5665943737?pwd=QUxROXUreINwUINEZUc0RUM5Vm1KQT09>

Meeting ID: 566 594 3737 Passcode: 648084

Zoom QR Code



<p>Monday-In person only <u>Basement Classroom / Gail - Google Applications, Financial Literacy, Using a Computer for Job Search</u></p> <p>8:30a - 9:30a Financial Literacy/Spreadsheet Organization/Financial Barriers</p> <p>9:30a - 10:30a Intro to a Google Account Google Drive/Gmail/Google Mobile Apps</p> <p>10:45a - 12:00p Intro to Google Sheets</p> <p>12:00p - 1:30p Google Practice with a Doc, Sheet, Attaching and Downloading</p>	<p>Tuesday-In person or Zoom <u>Basement Classroom / Sonya - Résumé Basics</u></p> <p>8:30a - 1:30p</p> <ul style="list-style-type: none"> • Explanation and process for creating an effective résumé • Computers available for composing résumés • Help updating & editing a resume • Dealing with gaps in your work history • Create your OMJ account and make <i>OhioMeansJobs.com</i> work for you
<p>Wednesday-In person or Zoom <u>Room 1 / Sonya - Interview Lab</u> <u>Topics A & B are offered on alternate weeks</u></p> <p>A WEEK</p> <p>8:30a - 10:30a Interview Skills -Common Questions for Virtual & In Person Interviews</p> <p>10:45a - 11:45a Dress For Success/First Impressions/Interview Etiquette</p> <p>11:45a - 1:30p Mock Interviews/Salary Negotiation/What Employers Want</p> <p>B WEEK</p> <p>8:30a - 10:30a Networking & Marketing Yourself Successfully / Hidden Job Market</p> <p>10:45a - 1:30p Career Interest, Workplace Values, Matching Jobs to Personality Types</p>	<p>Thursday-In person or Zoom <u>Room 1 / Sonya - Communication Skills Lab</u> <u>Topics A & B are offered on alternate weeks</u></p> <p>A WEEK</p> <p>8:30a - 10:30a Positive Attitudes/Resilience/ Perseverance</p> <p>10:45a - 12:15p Self Esteem/Stress Management</p> <p>12:15p - 1:30p Goal Setting / Overcoming Barriers to Employment</p> <p>B WEEK</p> <p>8:30a - 10:30a Better Communication with Co-Workers/Supervisors/Customer Service</p> <p>10:45a - 12:00p Criticism/Conflict Resolution</p> <p>12:00p - 1:30p Professionalism/Soft Skill Application & Teamwork</p> <hr/> <p>Room 4 / Beth - Math Workshop-In person only 9:00a – 11:30a Boost your skills for the workplace, WorkKeys testing, and college placement success</p>

All customers & instructors will observe a 15-minute break from 10:30 - 10:45 each day.

All classes are walk-in, so no pre-registration is necessary. Closed on legal holidays.

Classes are funded by Warren County Department of Job and Family Services