





## FREE Job Search Workshops

OhioMeansJobs Warren County Job Readiness Schedule

\*REMOTE ZOOM CLASSES

July 1, 2020 - June 30, 2021 or until face to face classes resume

<p style="text-align: center;"><b>Monday</b></p> <p><b><u>Jessi - 8:30a - Zoom Orientation</u></b></p> <p><b><u>Gail - Google Applications</u></b></p> <p><b>9:00a - 11:00a</b></p> <ul style="list-style-type: none"><li>● Google Sign-In and Google Applications including G-Mail and Google Docs</li></ul> <p><b>11:00 a - 1:00p</b></p> <ul style="list-style-type: none"><li>● Financial Literacy-Budget creation using Google Sheets</li></ul> 	<p style="text-align: center;"><b>Tuesday</b></p> <p><b><u>Sonya - Résumé Basics/Resume Editing</u></b></p> <p><b>9:00a - 2:00p</b></p> <ul style="list-style-type: none"><li>● Explanation and process for creating an effective résumé</li><li>● Help updating &amp; editing a resume</li><li>● Dealing with gaps in your work history</li><li>● Create your OMJ account and make <i>OhioMeansJobs.com</i> work for you</li></ul> 
<p style="text-align: center;"><b>Wednesday</b></p> <p><b><u>Sonya - Interview Lab</u></b></p> <p><b><u>Topics A &amp; B are offered on alternate weeks</u></b></p> <p><b><u>A WEEK</u></b></p> <p><b>9:00a - 11:00a</b> * Interview Skills -Common Questions for Virtual &amp; In Person Interviews</p> <p><b>11:00a - 12:00noon</b> * Dress For Success/First Impressions/Interview Etiquette</p> <p><b>12:00noon-2:00p</b> * Mock Interviews/Salary Negotiation/What Employers Want</p> <p><b><u>B WEEK</u></b></p> <p><b>9:00a - 11:00a</b> *Networking &amp; Marketing Yourself Successfully / Hidden Job Market</p> <p><b>11:00a - 2:00p</b> *Career Interest, Workplace Values, Matching Jobs to Personality Types</p>	<p style="text-align: center;"><b>Thursday</b></p> <p><b><u>Sonya - Communication Skills Lab</u></b></p> <p><b><u>Topics A &amp; B are offered on alternate weeks</u></b></p> <p><b><u>A WEEK</u></b></p> <p><b>9:00a - 11:00a</b> *Positive Attitudes/Resilience/Perseverance</p> <p><b>11:00a - 12:30p</b> *Self Esteem/Stress Management</p> <p><b>12:30p - 2:00p</b> *Goal Setting / Overcoming Barriers to Employment</p> <p><b><u>B WEEK</u></b></p> <p><b>9:00a - 11:00a</b> *Better Communication with Co-Workers/Supervisors/Customer Service</p> <p><b>11:00a - 12:15p</b> *Criticism/Conflict Resolution</p> <p><b>12:15p - 2:00p</b> *Professionalism/Soft Skill Application &amp; Teamwork</p> <p><b><u>Beth - Math Workshop</u></b></p> <p><b>9:00a - 11:30a</b> Boost your skills for the workplace, WorkKeys testing, and college placement success</p>

**\*CALL JESSI FLINT AT 513-268-2756 TO REGISTER FOR ANY CLASS YOU WISH TO TAKE.**

**ALL CLASSES ARE REMOTE USING ZOOM APP.**