

In Person OR

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Zoom Link for Classes

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

Zoom QR Code



Meeting ID: 566 594 3737 Passcode: 648084

<p><b>Monday In Person Only</b> <b>Computer Lab-Basic Google Applications</b> <u>Room 1 / Gail</u> <b>9:30 am - 10:30 am</b> Intro to Google, Using Gmail</p> <p><b>10:45 am - 12:00 pm</b> Using Google Docs tools, Sharing a File from Google Docs</p> <p><b>12:00 pm - 1:30 pm</b> Using Google Sheets tools, create a payroll and budget sheet</p> <p><b>Walk in students: Please email the week before you attend to <a href="mailto:gail.steketee@mywccc.org">gail.steketee@mywccc.org</a></b></p>	<p><b>Tuesday In Person OR Via Zoom</b> <b>Resume Basics</b> <u>Room 1 / Sonya</u></p> <p><b>8:30 am - 1:30 pm</b></p> <ul style="list-style-type: none"> <li>• Explanation and process for creating an effective resume without using a template</li> <li>• Computers available for composing resumes</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><b>Math Lab Workshop-In Person Only-Room 4/Beth</b> <b>9:00 am - 11:30 am</b> Boost your skills for the workplace, WorkKeys testing, and college placement success.</p>
<p><b>Wednesday In Person OR Via Zoom</b> <b>Interviewing Lab</b> <u>Room 1 / Sonya</u> <b>Topics A &amp; B are offered on alternate weeks</b> <b>A WEEK</b> <b>8:30 am - 10:30 am</b> Interview Skills -Research and STAR Statements <b>10:45 am - 12:30 pm</b> Interview Skills-Etiquette, Common Questions, Virtual Interviewing, Salary Negotiation <b>12:30 pm - 1:30 pm</b> Dress for Success/First Impressions</p> <p><b>B WEEK</b> <b>8:30 am - 10:30 am</b> Networking &amp; Marketing Yourself Successfully/Hidden Job Market <b>10:45 am - 1:30 pm</b> Career Interest, Workplace Values, Matching Jobs to Personality Types</p>	<p><b>Thursday In Person OR Via Zoom</b> <b>Communication Skills Lab</b> <u>Room 1 / Sonya</u> <b>Topics A &amp; B are offered on alternate weeks</b> <b>A WEEK</b> <b>8:30 am - 10:30 am</b> Positive Attitude/Resilience/Perseverance <b>10:45 am - 12:15 pm</b> Self Esteem/Stress Management <b>12:15 pm - 1:30 pm</b> Goal Setting/Overcoming Barriers to Employment</p> <p><b>B WEEK</b> <b>8:30 am - 10:30 am</b> Better Communication with Co-Workers/Supervisors/Customer Service <b>10:45 am - 12:00 pm</b> Criticism/Conflict Resolution <b>12:00 pm - 1:30 pm</b> Professionalism/Soft Skill Application &amp; Teamwork</p>

**\*\*Classes are funded by Warren County Department of Job and Family Services, Division of Human Services\*\***

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

Closed on legal holidays.