







FREE Job Search Workshops

OhioMeansJobs Warren County Job Readiness Schedule
300 E. Silver St., Lebanon, OH 45036
July 2, 2018 - June 27, 2019

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| <p style="text-align: center;">Monday</p> <p>8:30 – 11:30 Computer Lab <u>Lab 3 / Gail</u> Introduction to Google Spreadsheets</p> <ul style="list-style-type: none"> • Purpose of a spreadsheet • Using spreadsheets & creating a budget <p>11:30 – 1:30 Computer Lab <u>Lab 3 / Gail</u> </p> <p>Introduction to Google Docs</p> <ul style="list-style-type: none"> • Creating & saving documents • Margins, fonts, spacing, centering • Bold, italics, underline, spell-check <p>9:30 – 11:30 What is Good Mental Health <u>Room 1 / Paul</u></p> | <p style="text-align: center;">Tuesday</p> <p>8:30 – 1:30 Résumé Basics <u>Lab 3 / Sonya</u></p> <ul style="list-style-type: none"> • Explanation and process for creating an effective résumé • Computers available for composing résumés • Help editing a resume • Dealing with gaps in your work history • Employment Applications & Tips • Create your OMJ account and make <i>OhioMeansJobs.com</i> work for you  |
| <p style="text-align: center;">Wednesday</p> <p>8:30 – 10:30 Interviewing Lab <u>Room 3 / Sonya</u></p> <ul style="list-style-type: none"> • Networking and the Hidden Job Market • Marketing yourself successfully <p>10:45 – 12:45 Interviewing Lab <u>Room 3 / Sonya</u></p> <ul style="list-style-type: none"> • How to prepare for an interview • Answering & asking interview questions • Salary Negotiation <p>12:45 – 1:30 Dress for Success <u>Room 3 / Sonya</u> </p> <ul style="list-style-type: none"> • How to make a good first impression <p>8:30 – 10:30 Handling Criticism & Conflict <u>Room 1 / Paul</u></p> <p>10:45 – 12:45 Stress Mgmt. & Self Esteem <u>Room 1 / Paul</u></p> | <p style="text-align: center;">Thursday</p> <p>8:30 – 1:30 Communication Skills Lab <u>Lab 3 / Sonya</u></p> <p>Topics A & B are offered on alternate weeks</p> <ul style="list-style-type: none"> • A - Communicating with Coworkers, Supervisors & Customers • A - Professionalism in the Workplace • A - Attitudes / Ready for Work • B - Career Interest and Exploration • B - Goal Setting / Barriers to Employment • B - Financial Literacy  <p>9:00 – 11:30 Math Workshop <u>Room 1 / Beth</u> 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.

11/01/18