







## FREE Job Search Workshops

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

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