

Quarterly Workshop Schedule

(See reverse side for details and times of workshops)

OCTOBER / NOVEMBER 2018				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	30 Career Workshop Session I	31 Career Workshop Session II	1 Career Workshop Session III	2
5 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	6 Career Workshop Session I	7 Career Workshop Session II	8 Career Workshop Session III	9 Social Media & Networking Group
12 CLOSED Veterans' Day	13 OMJ Center Orientation <i>(begins at 9, 10, & 11 AM)</i>	14 Career Workshop Session I ----- OMJ	15 Career Workshop Session II	16 Career Workshop Career Session III
19 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	20	21	22 CLOSED Thanksgiving Holiday	23 CLOSED Thanksgiving Holiday
26 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	27 Career Workshop Session I	28 Career Workshop Session II ----- OMJ	29 Career Workshop Session III	30

DECEMBER 2018				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	4 Career Workshop Session I	5 Career Workshop Session II	6 Career Workshop Session III	7 Social Media & Networking Group
10 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	11 Career Workshop Session I	12 Career Workshop Session II ----- OMJ	13 Career Workshop Session III	14
17 OMJ Center Orientation <i>(Begins at 9, 10, & 11 AM)</i>	18 Career Workshop Session I	19 Career Workshop Session II	20 Career Workshop Session III	21
24 CLOSED Christmas Holiday	25 CLOSED Christmas Holiday	26	27	28
31	1 CLOSED New Year's Day			

WORKSHOPS

OMJ Center Orientation

9:00 AM – 12:00 PM

*Sessions begin on the hour at
9:00, 10:00, and 11:00.*

Create an OMJ profile and upload your résumé to OhioMeansJobs.com so that employers can find you. Next, receive an overview of services offered at the OMJ Center, register for WIOA career services, and meet with our team to discuss your most immediate job search needs.

Plan to arrive at least 30 minutes prior to the session that you wish to attend in order to complete OMJ/MC electronic registration, e.g., individuals planning to attend the 11:00 AM session shall arrive no later than 10:30 AM.

What to bring:

1. Two (2) forms of valid ID (i.e., driver's license, social security card, birth certificate, passport)
2. Electronic résumé
If you do not have a résumé, allow additional time for the registration process as we will need to create one for you.
3. If you are a Veteran, bring your DD214 with you.
4. If you are receiving or have exhausted Unemployment benefits, bring a copy of your Unemployment Determination Letter or be able to access it electronically from your online account.
5. If you already have an OhioMeansJobs.com account, please have your username and password available so that you can login to your account.

Career Workshop

9:00 AM – 1:00 PM

Prior Registration Required

This three-day workshop covers important aspects of an effective job-search strategy, including resumes, interviewing, and Applicant Tracking Systems (ATS). Participants who complete Career Workshop are then paired with an Employment Specialist to provide individualized assistance to them throughout their job search.

OhioMeansJobs – OMJ

1:00 PM – 3:00 PM

Prior Registration Required

Learn about the usefulness of the OhioMeansJobs.com and Labor Market Information websites, all while learning how to use both websites to conduct an effective job search. *Please have your OhioMeansJobs.com username and password available in order to fully participate in this workshop.*

GROUPS

Social Media & Networking Group

9:00 AM – 11:00 AM

Registration with OMJ/MC is required to participate in this group.

This free networking group is for executive and management professionals who wish to meet with their professional peers to learn about different trends and theories – all while finding camaraderie in the process. Learn how to use social media platforms, such as LinkedIn, to network, project a professional image, and search for jobs online. Each Social Media & Networking Group meeting presents participants with new and pertinent information, such as networking, “elevator” speeches, and marketing for professionals to increase employment opportunities.