



**Medina County**  
A proud partner of the  
American Job Center network

# Quarterly Workshop Schedule

60 Public Square, 3<sup>rd</sup> Floor, Medina, Ohio 44256  
(See reverse side for details and times of workshops)

JANUARY 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>CLOSED</b> <b>NEW YEARS' DAY</b>	1	2	3 4 Social Media & Networking
7 OMJ Center Orientation	8 Career Workshop I	9 Career Workshop II Navigating OMJ.com	10 Career Workshop III	11
14 OMJ Center Orientation	15 Career Workshop I	16 Career Workshop II	17 Career Workshop III	18
<b>CLOSED</b> <b>MLK JR DAY</b>	21 OMJ Center Orientation	22 Career Workshop I Navigating OMJ.com	23 Career Workshop II	24 Career Workshop III
28 OMJ Center Orientation	29 Career Workshop I	30 Career Workshop II	31 Career Workshop III	

FEBRUARY 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Social Media & Networking
4 OMJ Center Orientation	5 Career Workshop I	6 Career Workshop I Navigating OMJ.com	7 Career Workshop III	8
11 OMJ Center Orientation	12 Career Workshop I	13 Career Workshop II	14 Career Workshop III	15
<b>CLOSED</b> <b>PRESIDENTS' DAY</b>	18 OMJ Center Orientation	19 Career Workshop I Navigating OMJ.com	20 Career Workshop II	21 Career Workshop III
25 OMJ Center Orientation	26 Career Workshop I	27 Career Workshop II	28 Career Workshop III	

MARCH 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Social Media & Networking
4 OMJ Center Orientation	5 Career Workshop I	6 Career Workshop II Navigating OMJ.com	7 Career Workshop III	8
11 OMJ Center Orientation	12 Career Workshop I	13 Career Workshop II	14 Career Workshop III	15
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## WORKSHOP DESCRIPTIONS

### **OMJ Center Orientation**

9:00 AM – 11:00 AM

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

*New visitors to OMJMC should plan to arrive approximately 10 minutes early.*

#### **What to bring:**

1. Two (2) forms of valid ID
2. Electronic résumé. If you do not have a résumé, we will need to create one for you.
3. DD214 – if you are a Veteran
4. Unemployment Determination Letter if receiving or exhausted UI benefits
5. OhioMeansJobs.com username and password

### **Career Workshop**

9:00 AM – 12:30 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.

### **Navigating**

**OhioMeansJobs.com**

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.*

## GROUP DESCRIPTION

### **Social Media & Networking Group**

9:00 AM – 11:00 AM

*Registration with OMJMC 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.