



Portage
County

JOB CLUB WORKSHOP

DECEMBER 2016



Free and open to the public, no registration required

Contact - Sasha Wilson at 330-296-2844 OhioMeansJobs.com/Portage

Monday	Tuesday	Wednesday	Thursday	Friday
28 9:00 Job Club Welcome 9:30 OhioMeansJobs Website Tutorial 10:00 Intro to JOB Club 1:00 Application Perfection 	29 9:00 Resume Do's and Don'ts 1:00 Develop a Job Search Network 2:00 Social Media* 	30 9:00 Cover Letters & References 11:00 Daycare* 1:00 Groom for Success 	1 9:00 Consumer Credit Counseling* 11:00 Alcohol & Drug Education* 2:00 PARTA* 	2 9:00 Dress for Success 1:00 Employer Ethic's & Expectations 2:30 Job Club Review 
5 9:00 Job Club Welcome 9:30 OhioMeansJobs Website Tutorial 10:00 Intro to JOB Club 1:00 Resume Tips 	6 9:00 Soft Skills 1:00 Mental Health* 2:30 Reel Between the Lines* 	7 9:00 Cover Letters & References 1:00 Medical Transportation* 	8 9:00 Stay on Track 1:00 GED & More Information* 2:30 PRC* 	9 9:00 Mock Interview 1:00 Job Seekers Beware 2:30 Job Club Review 
12 9:00 Job Club Welcome 9:30 OhioMeansJobs Website Tutorial 10:00 Intro to JOB Club 1:00 Application Perfection 	13 9:00 Resume Do's and Don'ts 1:00 Develop a Job Search Network 2:00 Social Media* 	14 9:00 Computer 101* 11:00 Daycare* 1:00 Groom for Success 2:30 Career Vs Job 	15 9:00 Consumer Credit Counseling* 11:00 Alcohol & Drug Education* 2:00 PARTA* 	16 9:00 Dress for Success 1:00 Employer Ethic's & Expectations 2:30 Job Club Review 
19 9:00 Job Club Welcome 9:30 OhioMeansJobs Website Tutorial 10:00 Intro to JOB Club 1:00 Resume Tips 	20 9:00 WIC* 10:00 Soft Skills 1:00 Mental Health* 2:30 Reel Between the Lines* 	21 9:00 Cover Letters & References 1:00 Medical Transportation* 	22 9:00 Stay on Track 1:00 GED & More Information* 2:30 PRC* 	23 9:00 Mock Interview 1:00 Job Seekers Beware 2:30 Job Club Review 
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Updated 11/15/2016

The OMJ Resource Room has moved!

Effective 9/26/2016 the new location will be: 253 South Chestnut St, Ravenna, Ohio

Center Phone: 330-296-2841

Hours of Operation: 8:00 AM-4:30 PM

JOB CLUB WORKSHOPS

Alcohol & Drug Education^{*}: Townhall II presents the crucial facts about marijuana, alcohol, prescription medications, and reviews all services they offer.

Application Perfection: This course will define the types of applications there are along with some key tips on what employers use and expect from the application process.

Careers Vs Job: This course we will discuss the difference of just getting a job and the possibility of choosing a career.

Computer 101^{*}: Janis Tabbs guides participants through the computer basics, teaches keyboard shortcuts, teaches how to create and save documents, and how format a spreadsheet in the virtual learning center.

Consumer Credit Counseling^{*}: Beth Rowe from Consumer Credit Counseling will review credit terms and help you obtain your FREE credit report.

Cover Letters & Reference: We will create a basic cover letter and reference template.

Daycare: Learn about childcare eligibility and learn how to become an In-Home Aide or a Type-B Provider.

Dress For Success: We will review the best looks for interviews and how to achieve that look for success.

Employer Ethics & Expectations: This workshop is designed to provide training and bring awareness in the area of ethics and integrity. We will also review what employers expect from employees.

Develop a Job Search Network: This course will help you discover how important networking is, review the right way to network, and start building your Job Search Network.

GED & More Information^{*}: Laure Gauntner from Maplewood will speak about the ABLE's GED program and other programs that Maplewood Adult ED has to offer.

Groom for Success: Closed to the public at this time.

Head Start^{*}: A representative from Portage County Learning Centers will present information regarding FREE year-round child development programs for infant to preschool-age children.

Job Club Review: This class will review all the subjects of job searching, interviewing, starting careers, and discover other resources available to help you succeed.

Job Seekers Beware: We will discuss different types of scams, how to understand aggregators, the difference between job boards and job search engines, as well as handling consumer problems.

Mental Health^{*}: A representative from Coleman Professional Services presents information on mental health, a list of services the center offers, and includes an open Q&A session.

Mock Interview: Review the top interview techniques, how to approach those hard questions employers ask during the interview, as well as get practice interviewing!

Money Management^{*}: Rhonda Mullins from Citizen Bank will be presenting information on credit and budgeting, review how to prevent identity theft and become knowledgeable of methods to build your credit score.

OhioMeansJobs: A Jobs Counselor will guide you through this online tool that can be utilized for career assessment and planning, budgeting, occupational searches for in demand jobs, job seeking, scholarship searches, practice GED testing, and more.

Reed Between the Lines^{*}: Guest Speaker from Reed Memorial Library will equip you with the multitude of adult and children's programs available. Learn how to navigate their website and reserve books for quick pick up at the drive thru window.

Resume Do's and Don'ts: We will discuss different type of resumes, review the pros and cons of a resume, and start putting your resume together.

Resume Tips: We will review resume guidelines that keep with the times so you can update your resume.

Social Media^{*}: A representative from AmeriCorps will assist each participant in building a LinkedIn profile and provide useful information to network with professionals in your area of expertise.

Soft Skills: There are soft skills, transferable skills, and job related skills. This class will help you identify what skills you have and review what skills employers are looking for.

Stay on Track: We will review goal setting and organization skills.

WIC^{*}: A representative from WIC will present information regarding the services they offer to pregnant women, infants, and children in Portage County.

 Denotes Speaker