



Columbus -  
Franklin County

# December 2017

Ohio Means Jobs  
Columbus/Franklin County  
Jerry Hammond Center  
1111 East Broad Street  
Columbus, OH 43205  
Phone: 614-559-5052  
Fax: 614-583-3096  
info@omjfc.org

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 09:00-01:00 Road Maps 09:00-11:00 Resume 9:00-11:00 Interview Workshop 10:00-2:00 First Steps Franklin	2
3	4 09:00-01:00 Road Maps 09:00-11:00 Resume 9:30-12:30 Adult Education Class 1:00-3:00 Computer Basics 1:00-3:00 Job Search	5 09:00-01:00 Road Maps 09:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop 01:00-3:00 How to OMJ	6 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 9:30-12:30 Adult Education Class 1:00-3:00 Resume	7 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop	8 09:00-01:00 Road Maps 09:00-11:00 Resume 9:00-11:00 Interview Workshop	9
10	11 09:00-01:00 Road Maps 09:00-11:00 Resume 9:30-12:30 Adult Education Class 1:00-3:00 Computer Basics 1:00-3:00 Job Search	12 09:00-01:00 Road Maps 09:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop 01:00-3:00 How to OMJ	13 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 9:30-12:30 Adult Education Class 1:00-3:00 Resume	14 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop	15 09:00-01:00 Road Maps 09:00-11:00 Resume 9:00-11:00 Interview Workshop	16
17	18 09:00-01:00 Road Maps 09:00-11:00 Resume 9:30-12:30 Adult Education Class 1:00-3:00 Computer Basics 1:00-3:00 Job Search	19 09:00-01:00 Road Maps 09:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop 01:00-3:00 How to OMJ	20 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 9:30-12:30 Adult Education Class 1:00-3:00 Resume	21 09:00-01:00 Road Maps 09:00-11:00 Ohio Means Jobs 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop	22 09:00-01:00 Road Maps 09:00-11:00 Resume 9:00-11:00 Interview Workshop	23
24	25 Office Closed-Merry Christmas!	26 09:00-01:00 Road Maps 09:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop 01:00-3:00 How To OMJ	27 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00AM-11:00AM Job Club/Networking 9:30-12:30 Adult Education Class 1:00-3:00 Resume	28 09:00-01:00 Road Maps 09:00-11:00 Ohio Means Jobs 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Interview Workshop	29 09:00-01:00 Road Maps 09:00-11:00 Resume 9:00-11:00 Interview Workshop	30
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**\*\*Please arrive and check-in prior to the start time. No late admittance will be permitted.\*\***

### **Computer Basics**

Learn how to use the computer for your job search. Covers functions of the keyboard, mouse, and central processing unit (CPU).

### **How to OMJ**

Take a guided tour to make sure you get the best of what Ohio Means Jobs has to offer.

### **Job Search**

Come to this class to receive guidance on how to find jobs, complete applications, submit resumes, follow up with employer, etc.

### **Job Club/Networking**

Join the Networking Club to learn how to market your skills.

### **Interview Practice**

Gain interview skills you need by practicing the interview process and answering questions from our Talent Development Specialist.

### **Road Maps**

10 Session workshop focusing on everything you need to be on your "Road Map" to Success. Topics range from resume development to money management. To find daily topics please contact OMJFC staff.

### **Resume Lab**

Receive one on one and group guidance and tips on how to design a professional resume.

### **Microsoft Office**

Receive basic Word, Excel and Power-Point training. Update your skills with additional computer training.

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