



Mon	Tue	Wed	Thu	Fri
			1 9:00-1:00 Road Maps 9:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	2 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-10:30 Interview Workshop 10:45-12:00 Open Interview Lab 10:00-12:30 First Step
5 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 12:00-1:00 Orientation 1:00-3:00 Today's Workplace 1:00-3:00 Job Search	6 9:00-1:00 Road Maps 9:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 How to OMJ 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	7 9:00-1:00 Road Maps 9:00-11:00 Networking Group 12:00-1:00 Orientation 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	8 9:00-1:00 Road Maps 9:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 Digital Skills Accelerator 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	9 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-10:30 Interview Workshop 10:45-12:00 Open Interview Lab
12 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 12:00-1:00 Orientation 1:00-3:00 Money Matters 1:00-3:00 Job Search	13 9:00-1:00 Road Maps 9:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 How to OMJ 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	14 9:00-1:00 Road Maps 9:00-11:00 Networking Group 11:00-1:00 Healthcare Careers 12:00-1:00 Orientation 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	15 9:00-1:00 Road Maps 9:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	16 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-10:30 Interview Workshop 10:45-12:00 Open Interview Lab
19 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 12:00-1:00 Orientation 1:00-3:00 Today's Workplace 1:00-3:00 Job Search	20 9:00-1:00 Road Maps 9:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 How to OMJ 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	21 9:00-1:00 Road Maps 9:00-11:00 Networking Group 12:00-1:00 Orientation 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	22 9:00-1:00 Road Maps 9:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	23 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-10:30 Interview Workshop 10:45-12:00 Open Interview Lab
26 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 12:00-1:00 Orientation 1:00-3:00 Money Matters 1:00-3:00 Job Search	27 9:00-1:00 Road Maps 9:00-11:00 Microsoft Office 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-3:00 How to OMJ 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	28 9:00-1:00 Road Maps 9:00-11:00 Networking Group 11:00-1:00 Healthcare Careers 12:00-1:00 Orientation 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	29 9:00-1:00 Road Maps 9:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	30 9:00-1:00 Road Maps 9:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-10:30 Interview Workshop 10:45-12:00 Open Interview Lab

****Please arrive and check-in prior to the start time. No late admittance will be permitted.****

Workshop Information

All events listed on our Workshop Calendar will be facilitated at our Job Center located at 1111 East Broad Street. We ask all participants to arrive 10-15 minutes early to allow time for check-in. No late admissions will be permitted. We currently do not require registration for events, but priority admission will be provided to veterans and those who pre-register on the OhioMeansJobs.com website.

How to OMJ — Take a tour of the OhioMeansJobs.com website, learn about the powerful job search features, and explore the additional tools available on the website in this interactive workshop. Please have an active E-mail account before the start of the workshop.

Job Search — Attend this workshop to receive guidance on how to find jobs, complete applications, submit resumes, follow-up with employers, and land your next position

Interview Workshop — Gain interview skills, practice interviewing techniques, and understand current interviewing practices used by employers during this workshop.

Open Interview Lab — Practice mastering your interview skills during this interactive lab. You must attend the interview workshop once to participate in the interview lab.

Resume Workshop — Receive guidance and tips on how to design a professional resume. Please have an active E-mail account before attending the workshop.

Open Resume Lab — Receive assistance in building your resume in this interactive lab. You must attend the resume workshop once to attend this lab.

Today's Workplace — From Boomers to Millennials, discuss how to use awareness and understanding to create effective inter-generational communication in the workplace.

Digital Skills Accelerator — This 4 week workshop will provide an introduction to basic computer skills, social media, web security and G-Suite. Participants must begin with the first week.

Road Maps — 10 Session workshop focusing on your "Road Map" to Success. Topics range from resume development to money management. To find daily topics please contact OMJCFC staff.

Healthcare Careers — Have a desire to work in the in-demand Healthcare industry? Attend this informational session to understand how you can plan your career in Healthcare.

Money Matters — This workshop provides participants with foundational financial literacy knowledge. Topics include understanding your credit score, developing a basic budget, and determining how to develop cost savings ideas.

Microsoft Office — Participants in this workshop will learn techniques and tips to better utilize Microsoft Word, Excel, and PowerPoint.

Orientation — Meet the OMJCFC Staff to understand services offered within the Job Center. Staff will provide a high level explanation of services along with a chance for job seekers to ask questions.

Networking Group — Participants attending our Networking Group will be provided with tips and techniques that are essential to building your personal network. Each session may include insight from local employers from in-demand industries.

Franklin County First Step — Resource Fair for Restored Citizens. Opportunity for recently released individuals to connect with organizations that will help you get back on track.

Jerry Hammond Center
1111 East Broad Street
Columbus, Ohio 43205
info@omjcfc.org
(614) 559-5052



OhioMeansJobs Columbus-Franklin County
@OMJCFC
OhioMeansJobs Columbus-Franklin County
www.OhioMeansJobs.com/Franklin