



Mon	Tue	Wed	Thu	Fri
		1 9:00-01:00 Road Maps 9:00-11:00 Networking Group 9:30-12:30 Adult Education Class 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	2 9:00-01:00 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	3 9:00-01:00 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
6 9:00-01:00 Road Maps 9:00-9:45 Resume Workshop 9:30-12:30 Adult Education Class 10:00-12:00 Open Resume Lab 1:00-3:00 Money Matters 1:00-3:00 Job Search	7 9:00-01:00 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	8 9:00-01:00 Road Maps 9:00-11:00 Networking Group 9:30-12:30 Adult Education Class 11:00-1:00 Healthcare Careers 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00	9 9:00-01:00 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	10 9:00-01:00 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
13 9:00-01:00 Road Maps 9:00-9:45 Resume Workshop 9:30-12:30 Adult Education Class 10:00-12:00 Open Resume Lab 1:00-3:00 Today's Workplace 1:00-3:00 Job Search	14 9:00-01:00 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	15 9:00-01:00 Road Maps 9:00-11:00 Networking Group 9:30-12:30 Adult Education Class 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	16 9:00-01:00 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	17 9:00-01:00 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
20 9:00-01:00 Road Maps 9:00-9:45 Resume Workshop 9:30-12:30 Adult Education Class 10:00-12:00 Open Resume Lab 1:00-3:00 Money Matters 1:00-3:00 Job Search	21 9:00-01:00 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	22 9:00-01:00 Road Maps 9:00-11:00 Networking Group 9:30-12:30 Adult Education Class 11:00-1:00 Healthcare Careers 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	23 9:00-01:00 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	24 9:00-01:00 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
27 9:00-01:00 Road Maps 9:00-9:45 Resume Workshop 9:30-12:30 Adult Education Class 10:00-12:00 Open Resume Lab 1:00-3:00 Today's Workplace 1:00-3:00 Job Search	28 9:00-01:00 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 01:00-2:30 Interview Workshop 2:45-4:00 Open Interview Lab	29 9:00-01:00 Road Maps 9:00-11:00 Networking Group 9:30-12:30 Adult Education Class 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	30 9:00-01:00 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	31 9:00-01:00 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.\*\***



Columbus-  
Franklin County

## 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](http://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.

**Adult Education Class** — Discuss educational opportunities with instructional staff with a focus on GED attainment and skill refreshment.

**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](mailto:info@omjcfc.org)  
(614) 559-5052



OhioMeansJobs Columbus-Franklin County  
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