



Columbus-
Franklin County

September 2018

Ohio Means Jobs
Columbus/Franklin County
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Columbus, OH 43205
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 Office Closed 	4 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 How to OMJ 01:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	5 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	6 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	7 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-9:45 Interview Workshop 10:00-12:00 Interview Lab 10:00-12:30 First Step	8
9	10 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 1:00-3:00 Computer Basics 1:00-3:00 Job Search	11 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 How to OMJ 01:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	12 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	13 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	14 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-9:45 Interview Workshop 10:00-12:00 Interview Lab	15
16	17 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 1:00-3:00 Money Matters 1:00-3:00 Computer Basics 1:00-3:00 Job Search	18 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 How to OMJ 01:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	19 09:00-01:00 Road Maps 09:00-11:00 Computer Basics 9:00-11:00 Job Club/Networking 1:00-3:00 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	20 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	21 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-9:45 Interview Workshop 10:00-12:00 Interview Lab	22
23	24 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 9:30-12:30 Adult Education Class 10:00-12:00 Open Resume Lab 1:00-3:00 Computer Basics 1:00-3:00 Job Search	25 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 How to OMJ 01:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	26 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 Job Search 1:00-1:45 Resume Workshop 2:00-4:00 Open Resume Lab	27 09:00-01:00 Road Maps 09:00-11:00 How to OMJ 9:00-10:00 Orientation 10:00-11:00 Orientation 1:00-1:45 Interview Workshop 2:00-4:00 Interview Lab	28 09:00-01:00 Road Maps 09:00-9:45 Resume Workshop 10:00-12:00 Open Resume Lab 9:00-9:45 Interview Workshop 10:00-12:00 Interview Lab	29
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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 Workshop

Gain interview skills you need by asking and answering questions from our Facilitators.

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 OMJCF staff.

Interview Lab

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

Microsoft Office

Receive basic Word, Excel and PowerPoint training. Update your skills with additional computer training.

Resume Workshop

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

Adult Education Class

Discuss educational opportunities with instructional staff with a focus on GED attainment and skill refreshment.

Open Resume Lab

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

Franklin County First Step

Resource Fair for Restored Citizens. Opportunity for recently released individuals to connect with organizations that will you get back on track.

Money Matters Workshop

Foundational Financial Literacy from Basic Best Practices to immediate Cost Saving Ideas.

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 [OhioMeansJobs Columbus- Franklin County](http://OhioMeansJobs.com)

