

In Person OR

Zoom Link for Classes

<https://us04web.zoom.us/j/5665943737?pwd=QUxROXUreINwUINEZUc0RUM5Vm1KQT09>

Meeting ID: 566 594 3737 Passcode: 648084

Phone: (513) 695-2987 Email: sonya.cain@mywccc.org

Zoom QR Code



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| <p>Monday In Person Only <u>Basement Classroom / Gail - Google Applications, Using a Computer for Job Search</u></p> <p>8:30a - 9:30a Google Sheets Basics</p> <p>9:30a - 10:30a Introduction to Google: Gmail, Drive, Docs</p> <p>10:45a - 12:30p Basic Budget Organization. Using Google Sheets to create a budget.</p> <p>12:30p - 1:30p Methods of Sharing, Attaching and Downloading Files using Google with some review of Google Docs and Sheets</p> | <p>Tuesday In Person OR Via Zoom <u>Basement Classroom / Sonya - Résumé Basics</u></p> <p>8:30a - 1:30p</p> <ul style="list-style-type: none"> ● Explanation and process for creating an effective résumé without using a template ● Computers available for composing résumés ● Help updating & editing a resume ● Dealing with gaps in your work history ● Create your OMJ account and make <i>OhioMeansJobs.com</i> work for you |
| <p>Wednesday In Person OR Via Zoom <u>Room 1 / Sonya - Interview Lab</u> <u>Topics A & B are offered on alternate weeks</u> A WEEK</p> <p>8:30a - 10:30a Interview Skills -Research and STAR Statements</p> <p>10:45a - 12:30p Interview Skills-Etiquette, Common Questions, Virtual Interviewing, Salary Negotiation</p> <p>12:30p - 1:30p Dress For Success/First Impressions</p> <p>B WEEK</p> <p>8:30a - 10:30a Networking & Marketing Yourself Successfully / Hidden Job Market</p> <p>10:45a - 1:30p Career Interest, Workplace Values, Matching Jobs to Personality Types</p> | <p>Thursday In Person OR Via Zoom <u>Room 1 / Sonya - Communication Skills Lab</u> <u>Topics A & B are offered on alternate weeks</u> A WEEK</p> <p>8:30a - 10:30a Positive Attitudes/Resilience/ Perseverance</p> <p>10:45a - 12:15p Self Esteem/Stress Management 12:15p - 1:30p Goal Setting / Overcoming Barriers to Employment</p> <p>B WEEK</p> <p>8:30a - 10:30a Better Communication with Co-Workers/Supervisors/Customer Service</p> <p>10:45a - 12:00p Criticism/Conflict Resolution</p> <p>12:00p - 1:30p Professionalism/Soft Skill Application & Teamwork</p> |

All customers & instructors will observe a 15-minute break from 10:30 - 10:45 each day.
All classes are walk-in, so no pre-registration is necessary. Closed on legal holidays.
Classes are funded by Warren County Department of Job and Family Services

07/05/2022