



**Portage County**

A proud partner of the  
American Job Center network

# JOB READINESS WORKSHOPS & OMJ EVENTS

## MARCH 2020



Job & Family Services



Various financial literacy courses  
offered every Monday from  
11:00 – 12:00!!



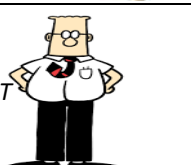

**Free & Open to the Public – No Registration Required**

Located at 253 South Chestnut Street in Ravenna

Contact Us @ (330) 296 – 2841

We give priority of  
service to our Veterans!



Monday	Tuesday	Wednesday	Thursday	Friday
<b>02</b> 9:00-10:00: JFS Programs 10:00 - 11:00: Résumé Basics 11:00-12:00: Budgeting	<b>03</b> 9:00-10:00: ODRC Reentry Video Conference 10:30 - 12:00: Coleman's MRT 1:00 - 3:30: Recovery & Reentry Resources	<b>04</b> 8:00 – 1:00: US. Census Bureau Hiring Event 10:00 - 11:00: Reed® Between The Lines (Reed Memorial Library) 11:00 - 12:00: Soft Skills	<b>05</b> 10:30 - 12:00: Coleman's MRT	<b>06</b> 9:00 - 10:00: Unemployment Partners & Services Overview
<b>09</b> 10:00 - 11:00: Addiction Education 11:00 - 12:00: Credit Basics 3:00 - 4:00: NET Transportation	<b>10</b> 10:30: Coleman's MRT 9:00 - 12:00: Ryan Staffing Hiring Event 2:00 - 3:00: PARTA 3:00 - 4:00: Coleman's Mental Health Awareness	<b>11</b> 8:00 - 1:00: U.S. Census Bureau Hiring Event 9:00 - 10:00: Excel & Word 10:00 - 11:00: Cover Letters 11:00 - 12:00: References	<b>12</b> 10:30 - 12:00: Coleman's MRT 	<b>13</b> 9:00 - 10:00: Unemployment Partners & Services Overview 10:00 - 12:00: Mock Interviews 
<b>16</b> 9:00-10:00: JFS Programs 10:00 - 11:00: Résumé Basics 11:00 - 12:00: Checkbook Management	<b>17</b> 10:00 - 12:00: Ryan Staffing Hiring Event 10:30 - 12:00: Coleman's MRT 1:00 - 3:30: Recovery & Reentry Resources	<b>18</b> 8:00 - 1:00: U.S. Census Bureau Hiring Event 10:00 - 11:00: Dress for Success 11:00 - 12:00: Social Networking 101	<b>19</b> 10:30-12:00: Coleman's MRT 	<b>20</b> 9:00 - 10:00: Unemployment Partners & Services Overview
<b>23</b> 9:00-10:00: JFS Programs 10:00 - 11:00: Résumé Basics 11:00 - 12:00: Savings Practices 3:00 - 4:00: NET Transportation	<b>24</b> 10:30: Coleman's MRT 9:00 - 12:00: Ryan Staffing Hiring Event 2:00 - 3:00: PARTA 3:00 - 4:00: Coleman's Mental Health Awareness	<b>25</b> 8:00 - 1:00: U.S. Census Bureau Hiring Event 10:00 - 11:00: Mock Interviews 11:00 - 12:00: Mock Interviews	<b>26</b> 10:30 - 12:00: Coleman's MRT <b>HIRE ME</b> 	<b>27</b> 9:00 - 10:00: Unemployment Partners & Services Overview
<b>30</b> 9:00-10:00: JFS Programs 10:00 - 11:00: Résumé Basics 11:00 - 12:00: Fraud Protection	<b>31</b> 10:30 - 12:00: Coleman's MRT	<b>01</b> <u>APRIL</u> 10:00 - 11:00: Reed® Between The Lines (Reed Memorial Library) 11:00 - 12:00: TBA!	<b>02</b> <u>APRIL</u> 10:30 - 12:00: Coleman's MRT 1:00 - 3:00: Professional Networking	<b>03</b> <u>APRIL</u> 9:00 - 10:00: Unemployment Partners & Services Overview

[OhioMeansJobs.com/Portage](https://ohiomeansjobs.com/portage)



Check out our GED Classes  
provided by Aspire  
Mondays – Thursdays  
from 10:30 – 12:30!



Come meet Ryan Staffing &  
the U.S. Census Bureau for  
hiring events on Tuesdays &  
Wednesdays all month long!

# JOB READINESS WORKSHOPS & OMJ EVENTS

## WORKSHOP DETAILS

**ADDICTION EDUCATION:** Discover crucial and interesting facts regarding various addictions, including, but not limited to, alcohol, gambling, medications and narcotics as presented by *Townhall II*.

**APPLICATION PERFECTION:** Learn about different types of applications along with key tips on what employers use and expect from the submission process.

**COVER LETTERS:** Learn the formats and begin developing your own, personal cover letters.

**DRESS FOR SUCCESS:** Review the best looks for interview success and know exactly what to wear for the occasion!

**FINANCIAL LITERACY COURSES:** Become financially knowledgeable and organized with a series of four courses each Monday from 11:00 – 12:00 presented by *Chemical Bank*, including Budgeting, Credit Basics, Checkbook Management, and Savings!

**JFS & OMJ PROGRAMS:** Learn about programs available from Portage County Job and Family Services including, childcare, child support services, Medicaid, PRC, SNAP, TANF and other employment programs developed by OhioMeansJobs®

**MENTAL HEALTH AWARENESS:** Discover more about mental health as well as services provided by *Coleman Professional Services* here in Portage County in addition to an open Q&A forum with a mental health professional.

**MICROSOFT EXCEL & WORD:** Learn the basics of Microsoft Excel and how to begin building your own spreadsheets, tracking systems and generalized workbooks as well as the basic applications of word processing, such as basic editing, formatting, copying and pasting, template filling and many others in Microsoft Word!

**MOCK INTERVIEWS:** Get familiar with the top interview techniques, how to approach those hard questions employers ask during the interview and get practice interviewing on-the-spot with guest interviewer, *Mandee Scott*!

**NET TRANSPORTATION:** An overview of *Non-Emergency Transportation (NET)* outlining how and when to utilize NET services to get to and from Medicaid-covered medical-related appointments.

**PARTA:** Learn how to navigate and understand the maps and routes of Portage County's most available public bussing and transit system.

**PROFESSIONAL NETWORKING:** Direct, interactive, face-to-face networking amongst individuals seeking professional-level careers meeting bi-weekly.

**RECOVERY & REENTRY RESOURCES:** Discover Portage County's various resources assisting those in recovery as well as those reentering the workforce from time served presented by *O.U.R. Place* on the first and third Tuesdays of each month!

**REED BETWEEN THE LINES:** Learn how to navigate Reed Memorial Library's website, how to reserve books for quick pick-up at the drive-thru window and about the multitude of adult and children's programs available at Ravenna's local library!

**REFERENCES:** Understand the difference between various formats of reference pages and begin creating your own.

**RÉSUMÉ BASICS:** Learn what information goes on a résumé, various formats of résumés, what best fits you, how to update a résumé and begin putting yours together!

**SOFT SKILLS:** Come to recognize the difference between soft skills, transferable skills and job-related skills. Additionally, become familiar with which skills you have, and which skills employers are seeking.

**UNEMPLOYMENT BASICS:** Every Wednesday from 1:00 – 2:00. Learn basic information during a presentation regarding unemployment. Time will be given at the end of the workshop for a Q&A session.

**UNEMPLOYMENT PARTNERS & SERVICES OVERVIEW:** Every Friday from 9:00 – 10:00. Learn basic services offered by Partners at OhioMeansJobs® Portage County and services provided through Portage County Job & Family Services!

**\*\* PLEASE NOTE:** *Italicized courses on calendar schedule are reserved for applicants / participants eligible for particular program(s)*

