

FREE WORKSHOP SCHEDULE

January 2018—June 2018

Resume Writing Workshop

*Emphasis on the importance of a resume.
Writing high quality cover letters.*

*January 8 & 22, Feb 12 & 26,
March 12 & 26, April 9 & 23, May 14,
June 11 & 25
1:00PM to 3:00PM*

Interviewing Skills Workshop

*Selling yourself at the interview.
Difficult interview questions.*

*January 17, February 14, March 14,
April 11, May 9, June 13
1:00 PM to 3:00 PM*

Job Search Skills Workshop

Review methods to find job openings.

*January 10, February 7, March 7,
April 4, May 2, June 6
1:00PM to 3:00PM*

Good Employee Skills Workshop

*Review Employer Expectations.
January 24, February 21, March 21,
April 18, May 16, June 20*

1:00PM to 3:00PM

Computer Basics Workshop

Review basic computer skills.

*January 31, February 28, March 28,
April 25, May 23, June 27*

1:00PM to 3:00PM

**Classes and
Registration at:
OhioMeansJobs
Shelby County
227 South Ohio
Avenue, Sidney
(937) 498-4981
ext. 2816**



Shelby County

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