

# FREE WORKSHOP SCHEDULE

January 2016—June 2016

## Resume Writing Workshop

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

*January 4 & 25, February 8 & 29,  
March 14 & 28, April 11 & 25,  
May 9 & 23, June 6 & 20*

*9:00AM to 11:00AM*

## Interviewing Skills Workshop

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

*January 13, February 10, March 9, April 13,  
May 11, & June 8  
1:00 PM to 3:00 PM*

## Job Search Skills Workshop

*Review methods to find job openings.*

*January 6, February 3, March 2,  
April 6, May 4 & June 1*

*1:00PM to 3:00PM*

## Good Employee Skills Workshop

*Review Employer Expectations.*

*January 20, February 17, March 16,  
April 20, May 18 & June 15*

*1:00PM to 3:00PM*

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



**Shelby  
County**