

FREE WORKSHOP SCHEDULE

July 2016—December 2016

Resume Writing Workshop

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

*July 11 & 25, August 8 & 22,
September 12 & 26, October 3 & 17,
November 7 & 21, December 5 & 19*

9:00AM to 11:00AM

Interviewing Skills Workshop

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

*August 10, September 14, October 12,
November 9, & December 14*

1:00 PM to 3:00 PM

Job Search Skills Workshop

Review methods to find job openings.

*August 3, September 7, October 5,
November 2, & December 7*

1:00PM to 3:00PM

Good Employee Skills Workshop

Review Employer Expectations.

*August 17, September 21, October 19,
November 16, & December 21*

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**