



**Cincinnati – Hamilton  
County**  
A proud partner of the  
American Job Center network

# WORKSHOP CALENDAR SEPTEMBER 2019

Pre-Registration Is Not Required  
Note: Workshops are subject to change without prior notice  
Check our website for current workshops:  
[OhioMeansJobs.com/Hamilton](http://OhioMeansJobs.com/Hamilton)

**It's never too late to  
learn and grow!**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2 CLOSED</b>  <b>LABOR DAY</b>	<b>3</b>	<b>4</b>  Resume Lab <b>10:00 – 12:00 pm</b>	<b>5</b>  Interview Lab <b>10 – 12:00 pm</b>  Job Corps Works Ages 16-24 <b>10:00 – 11:00 am</b>	<b>6</b>  PowerPoint I <b>10:00 – 12:00 pm</b>
<b>9</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>	<b>10</b>  Computer Basics <b>10:00 – 12:00 pm</b>	<b>11</b>	<b>12</b>  Job Corps Works Ages 16-24 <b>10:00 – 11:00 am</b>	<b>13</b>  PowerPoint II <b>10:00 – 12:00 pm</b>
<b>16</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>	<b>17</b>  Job Search Strategies <b>10:00 – 12:00 pm</b>	<b>18</b>  Resume Lab <b>10:00 – 12:00 pm</b>	<b>19</b>  Interview Lab <b>10 – 12:00 pm</b>  Job Corps Works Ages 16-24 <b>10:00 – 11:00 am</b>	<b>20</b>  Word I <b>10:00 – 12:00 pm</b>
<b>23</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>	<b>24</b>  Computer Basics <b>10:00 – 12:00 pm</b>	<b>25</b>	<b>26</b>  Resume Lab <b>10:00 – 12:00 pm</b>  Job Corps Works Ages 16-24 <b>10:00 – 11:00 am</b>	<b>27</b>  Word II <b>10:00 – 12:00 pm</b>
<b>30</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>				<i>"I am not a product of my circumstances. I am a product of my decisions."</i> Stephen Covey

## OhioMeansJobs Cincinnati – Hamilton County

Workshop Calendar OhioMeansJobs Cincinnati-Hamilton County 1916 Central Parkway 45214 (513) 946-7200 [ohiomeansjobs.com/hamilton](http://ohiomeansjobs.com/hamilton)  
If you require a reasonable accommodation, ASL interpreter, or other language service, please contact OhioMeansJobs at 946-7200 at your earliest convenience. We offer priority of services to U.S. Military Veterans and eligible spouses. Thank you for your Service!

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Workshops may be viewed on our website: [OhioMeansJobs.com/Hamilton](http://OhioMeansJobs.com/Hamilton)

### Workshops

	<b>Workshops</b>
Computer Basics	This is beginner level hands-on classroom instruction. Learn to use the mouse, open/close/save/drag and drop files, use a flash drive and create an email account.
Interview Lab	Interview preparation and techniques. Learn what employers want and expect today.
Job Search Strategies & Marketing Yourself	Update your job search and networking techniques and create a plan of action.
Microsoft Office Excel I	This class is designed as an introduction to Microsoft Excel. The class will introduce students to the navigation ribbon, cell formatting basics, simple formulas, managing worksheets and saving/printing spreadsheets. Students will walk away from this class with a foundational understanding of the software as well as the ability to start a basic excel project such as a budget tracker
Microsoft Office Excel II	This class is the second class in a series on Microsoft Excel and will build upon basic skill-sets acquired in MS Excel I or previous experiences. In this class students will learn how to create spreadsheets from templates, filter/sort data, work with basic functions, format tables and create charts.
Microsoft Office Word I	This class is designed as an introduction to Microsoft Word . The class will introduce students to the navigation ribbon, basics of text manipulation and formatting, page layout, spelling/grammar check, and saving/printing documents. Students will walk away from this class with a foundational understanding of the software as well as the ability to start a basic Word project such as a resume or essay.
Microsoft Office Word II	This class is the second class in a series on Microsoft Word and will build upon basic skill-sets acquired in MS Word I or previous experiences. In this class students will learn how to create documents from templates, work with headers and footers, create lists and tables and incorporate styles/themes into a word document.
Microsoft Office Power Point I	This is an introduction to Microsoft PowerPoint and the student will gain a basic understanding and ability to create a powerpoint presentation.
Microsoft Office PowerPoint II	This class will build upon the skills learned in the PowerPoint I.
Résumé Lab	Hand's-on resume-writing Lab
Professional Use of Social Media	How to use social media to get hired or promoted.
<b>No Charge Internet Learning</b>	
Computer Skills and Job Search:	<a href="http://www.gcflearnfree.org">www.gcflearnfree.org</a>
GED Preparation	<a href="http://adulthood.about.com/od/gedonline/tp/3freegedclasses.htm">http://adulthood.about.com/od/gedonline/tp/3freegedclasses.htm</a>
Kahn Academy	<a href="http://www.khanacademy.org/#top">www.khanacademy.org/#top</a>
OhioMeansJobs-Assessment & Training Center:	<a href="http://www.learningexpresshub.com/ohio-means-jobs">http://www.learningexpresshub.com/ohio-means-jobs</a>
OhioMeansJobs-Practice Interviews & Tips:	<a href="https://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx">https://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx</a>