



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

# WORKSHOP CALENDAR DECEMBER 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</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>	<b>3</b>  	<b>4</b>  Cash Expert: Increase your Cash Flow! <b>10:00 – 12:00 pm</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>  Social Media for Professional Use <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>  Resume Lab <b>10:00 – 12:00 pm</b>  Job Corps Works Ages 16-24 <b>10:00 – 11:00 am</b>	<b>13</b>  Excel I <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>  Cash Expert: Increase your Cash Flow! <b>10:00 – 12:00 pm</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>  Excel II <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 CLOSE NOON</b> 	<b>25 CLOSED</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>  
<b>30</b>  Job Corps Works Ages 16-24 <b>2:00 – 3:00 pm</b>	<b>31</b>  			No Michael Class: 11/08, 11/29, 12/29, 1/03

## 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

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.
Learn to Manage Your Money	The education and understanding of various financial areas, including topics related to managing personal finance, money and investing.
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://adulted.about.com/od/gedonline/tp/3freegedclasses.htm">http://adulted.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>