

**Job Readiness Class Schedule – Effective July 1, 2024
at OhioMeansJobs Warren County**

Name _____

****Classes are funded by Warren County Department of Job and Family Services, Division of Human Services****

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
WEEK ONE	<p><u>Jones Room Jessi</u> 8:30 - 9:30 Orientation</p> <p><u>Room 1 Gail</u> COMPUTER LAB</p> <p>9:30 - 10:30 Intro to Google, Using Gmail</p> <p>10:45 - 11:45 Using Google Docs tools, Sharing a File from Google Docs</p> <p>12:00 - 1:30 Using Google Sheets tools, create a payroll and budget sheet (rotating lessons)</p>	<p><u>Room 1 Jessi</u> 8:30 – 9:30 TABE</p> <p><u>Lab 3 Sonya</u> RESUME LAB</p> <p>9:30 - 1:30 Resume Building, Updating and Editing</p>	<p><u>Room 1 Sonya</u> INTERVIEW LAB</p> <p>8:30 – 10:30 Interview Skills-Research and Star Statements</p> <p>10:45 - 12:30 Interview Skills-Etiquette, Interview Questions, Virtual Interviewing</p> <p>12:30 – 1:30 Dress For Success</p>	<p><u>Room 1 Sonya</u> COMMUNICATIONS SKILLS LAB</p> <p>8:30 - 10:30 Positive Attitudes and Perseverance in the Workplace</p> <p>10:45 - 12:15 Self Esteem and Stress Management</p> <p>12:15 - 1:30 Goal Setting and Overcoming Barriers to Employment</p>
WEEK TWO	<p><u>Room 1 Gail</u> COMPUTER LAB</p> <p>8:30 – 10:30 Workplace Essential Reading or Language Skills-online learning/online job seeking</p> <p>10:45 - 11:45 Online Google videos in GCFLearnfree for review and practice</p> <p>12:00 – 1:30 Using Google Sheets tools, create a payroll and budget sheet (rotating lessons)</p>	<p><u>Lab 3 Sonya</u> RESUME LAB</p> <p>8:30 - 1:30 Resume Review and Revisions Resume Posting to OMJ/Email</p>	<p><u>Room 1 Sonya</u> INTERVIEW LAB</p> <p>8:30 - 10:30 Networking & Marketing Yourself Successfully</p> <p>10:45 - 1:30 Career Interest Workplace Values Matching Jobs to Personality</p>	<p><u>Room 1 Sonya</u> COMMUNICATIONS SKILLS LAB</p> <p>8:30 - 10:30 Better Communication with Co-workers & Supervisors Customer Service Skills</p> <p>10:45 - 12:00 Handling Criticism/Conflict Resolution Dealing with Frustration at Work</p> <p>12:00 - 1:30 Professionalism Soft Skill Application and Teamwork</p>

All clients & instructors will observe a 15-minute break from **10:30 to 10:45 each class day.**

Second (Main) Floor – Receptionist’s Desk; Third Floor – Room 1, Room 4