

Seminar Descriptions

OMJ-ORIENTATION: This orientation will provide you with the opportunity to learn of the variety of services that Ohio Means Jobs – Lucas County has to offer (i.e. services, programs, trainings, seminars, etc.)

HEALTHCARE 101 Forum – Provides general information about the healthcare industry regarding Labor Market Information, education/training opportunities, and possible funding resources. There will be an opportunity to complete an initial intake/eligibility packet and computerized pre-assessment for new HPOG/NOPHC Project for those who are eligible.

PRE-REQUISITE: Complete and return interest form survey to the Resource Room Counter

MANUFACTURING 101 SEMINAR- Provides general information on the manufacturing jobs coming into the area within the next 18 months. You can set yourself apart from the competition when hiring begins by getting prepared NOW. The Lucas County Department of Planning and Development and OhioMeansJobs-Lucas County partner to provide you with the tools you'll need to be WorkReady when the manufacturing companies start hiring for these high-paying jobs.

RESUME WRITING /COVER LETTER: Employers are very selective these days and one mistake on a resume could mean your resume will end up at the bottom of the pile. This seminar will give you detailed information on how to write a professional looking resume. Class will briefly discuss the development and importance of a cover letter.

SUCCESSFUL INTERVIEWING: You've submitted your resume and now they have called you about an interview, Are you ready? Learn how to be prepared for interviewing with potential employers. In this seminar you will discuss appropriate dress, answering tough questions, questions you should ask, and other topics to help you get through the interview. If interested in having a One-On-One follow up Mock Interview then sign up with staff at the end of the Successful Interviewing Workshop.

WORK READY TEST – After completing the WorkReady Pre-test modules schedule the(Proctor Test) for National Career Ready Certification by calling 419-213-5627 to schedule a date and time.

CAREER EXPLORATION: Computerized assessments that will help you identify your skills and how they can be applied to various careers. This will also help you to identify the types of careers for which you may be best suited.

ORIENTATION TO BASIC COMPUTERS: An orientation on the usage of Teknimedia and its interactive approach to learning basic computer skills. Learn the basic features of a computer, how to use a mouse, and learn beginning & intermediate levels of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

WINWAY RESUME – Taking the WinWay resume you made in the resource room and changing it using the various features in WinWay. **Pre-Requisite:** Attend the Resume Development Seminar, Have basic computer skills, have a made WinWay Resume to be modified.

SURVIVAL SKILLS TRAINING In survival skills training you will learn about Employer's Expectations and the many factors of Job Performance and how those factors influence career success. At the end of each topic, you will have a short quiz to test your understanding of each topic before moving on to the next. At the end of the lesson, you will have another opportunity to test your overall understanding of the material. Must be completed along with WorkKeys.

PRACTICE ON-LINE APPLICATIONS This Practice form is very similar to the ones used by many companies who do not use paper applications. This is only a practice form and is not an actual application for employment. This form is only intended to let you get used to filling out online forms.