FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

EMPLOYMENT TRAINING

"Skills for Work, Skills for Life" FAQs

1. I don't have a speech or hearing-related disability. Can I still participate?

Yes! Our courses are open to adults with ***any*** *disability, including but not limited to individuals recovering from mental illness or drug and alcohol addiction, physical disabilities, learning disabilities, etc. Please contact us directly if you have a specific question related to your disability or if you will need an accommodation.*

2. Is there a cost to participate?

No! These courses are offered at no cost to you and are the result of a grant awarded to Columbus Speech & Hearing Center through the City of Columbus.

3. Do you provide transportation?

We are unable to provide transportation to and from the "Skills for Work, Skills for Life" courses; however, our building is located on the COTA bus line and we are conveniently located just off I-71, on the corner of Indianola Avenue and E. North Broadway.

4. I am unable to attend all 10 sessions. Can I still participate?

Your commitment to regular attendance is important to get the most out of each session. That said we understand that life happens and things come up. Please notify the instructor in advance if you are unable to attend. Students must attend all 10-weeks to receive the $25 gift card.

5. I'm interested in the course, but am unable to attend this month.

We are pleased to offer new classes starting monthly from January through June 2016.

6. Is there a minimum age to participate?

The "Skills for Work, Skills for Life" courses are designed for adults ages 18 and older who are interested in learning and improving their communication and interpersonal skills for success in the workplace. Individual situations may be considered on a case-by-case basis.

Have another question not listed? Please call (614) 261-5772 or email jnoon@columbusspeech.org.

510 E. North Broadway · Columbus · Ohio · 43214
614.263.5151 · 614.429.1382 VP · 614.263.5365 FAX
www.columbusspeech.org

COLUMBUS SPEECH & HEARING CENTER

We Improve Communication for Life

Skills for Work, Skills for Life:

Understanding the role of soft skills in planning for career success

Ten-week Course on Thursdays
October 1st through December 10th
3:00 PM to 5:00 PM

"Soft skills are just as important as hard skills!"

This course is designed to help adults with all disabilities learn and practice valuable, in-demand work skills and behaviors for on-the-job success!

Topics include:

- **Avoiding Stereotyping & Appreciating Uniqueness**
- **Lifestyles & Self-Esteem**
- **Work Values (including an employer panel discussion)**
- **Career Interests & Skills Identification**
- **Communication & Networking**
- **Needs, Barriers & Strategies for Success**
- **Decision-making**
- **Goal Setting (including budgeting and money management)**
- **Celebrating Successes**

A maximum of 15 participants may register per class. Registration closes 2 days prior to the start of class.

Participants completing all ten weeks will receive a $25 gift card!

Please contact Gayle Stanford to register at

614-261-5792 or gstanford@columbusspeech.org

www.ColumbusSpeech.org
510 E. North Broadway · Columbus, OH · 43214
P 614.263.5151 · VP 614.429.1382

United Way of Central Ohio Member Agency

GODMAN GUILD
EMPLOYMENT COMPUTER LAB

APPLY FOR JOBS ONLINE;
WORK ON RESUMES;
RECEIVE CAREER COACHING;
EMPLOYMENT ASSESSMENTS;
DEVELOP NEW JOB LEADS AND MUCH MORE!

THIS COMPUTER LAB IS OPEN TO OUR COMMUNITY
STARTING JULY 8th

OPEN EMPLOYMENT LAB TIMES

Monday 9:00-12:00
Wednesday 9:00-12:00 & 2:30-5:00
Every Week!

Starting August 24 Scheduling
Monday 9:00-4:00
Wednesday 9:00-4:00 Every Week

Located in the OSU Extension Room

Contact information
Kaiser W. Jones,
Director, Economic Development
614-294-5476 Ext 108
kaiser.jones@godmanguild.org

Michael Gaius-Bayode
Economic Development Specialist
614-294-5476 Ext 146
Michael.gaius-bayode@godmanguild.org

303 East Sixth Avenue
Columbus, Ohio 43201-2888
www.godmanguild.org
COTA BUS #12

Godman Guild is building better neighborhoods one person, one family at a time.

Godman Guild

CHASE

United Way
United Way of Central Ohio

WorkReady

Empowerment Series

Critical Thinking- Learn how critical thinking can help you to problem solve and perform better on the job. Participants will gain insight into the different methods of critical thinking and how applying these skills every day can lead to long term success. ***Mondays 9am-12pm***

Resume Development– Learn techniques to develop a resume that accurately states your skills, experience and educational background. Learn how to identify transferrable skills and how they are applicable to your future career plans . ***Mondays 9am-5pm***

Interview Techniques– Learn the importance of self-marketing through networking and active job search. Participate in mock interviews and role play to practice and enhance your interviewing skills. ***Tuesdays, 9am -12pm***

Communication Skills- This workshop will give you tips on how to get through to your new co-workers and supervisor. Learn how to enhance your presentation and public speaking skills, develop your online presence with strong and appropriate digital communication, and improve the outcomes of your face-to-face interactions. ***Tuesdays 1pm-4pm***

Conflict Management- Identify your conflict management style and areas for improvement. This workshop is designed to increase awareness of key social and emotional management skills and how the effective use of both can lead to positive conflict resolution, provide a greater opportunity for job retention, and ultimately lead to personal and professional development. ***Wednesdays 9am-12pm***

Teamwork: Benefits and Challenges- This workshop will help you to become a better team player. Learn the benefits of working in a team and how having a clear understanding of roles and responsibilities can lead to the successful completion of team projects. This workshop is designed to help you work better with others toward a common goal and address challenges as they come up. ***Wednesdays 1pm-4pm***

Ethics in the Workplace- Each company has its own set of morals, values, and expectations when it comes to how employees conduct themselves in and out of the workplace. In this workshop, you will discuss and analyze how to approach those ethical situations in order to achieve a favorable outcome for all involved. ***Thursdays 9am-12pm***

The Personal Path to Success- This professional development workshop will help you to identify your personal Strengths, Weaknesses, Opportunities, and Threats as it relates to finding gainful employment (SWOT analysis). Learn how to improve where needed, highlight your most positive characteristics, and how to identify and secure a professional mentor to help you along the way. ***Thursdays 1pm- 4pm***

Meet with a Career Advisor to reserve a spot or call 614-559-4786

Ohio MEANS Jobs | Columbus-Franklin County | COWIC Central Ohio Workforce Investment Corporation

The Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin County Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.

WT 1.7.15

VETERANS EMPLOYMENT NETWORK

Now open to Military Family Members as well!

The Veterans Employment Network is a weekly networking group *open to all Franklin County Veterans, veterans' spouses, and military family members.* No matter what your level or length of service, OhioMeansJobs – Columbus-Franklin County is here to help. Meet other Veterans to learn what training and other resources are available for job development and meet with businesses that want to hire Veterans, now! Veterans will learn to translate resumes into language employers understand, improve interviewing skills and how to obtain industry recognized certifications, among other employment services.

BRING YOUR RESUME!

Hiring employers will be on site each week.

See which businesses are attending at ohiomeansjobs.com/franklin

Open to ALL Franklin County Veterans and their Families

EVERY THURSDAY 1-3 pm

First Thursday of the month held at 2300 W. Broad St.

All other Thursdays held at 1111 E. Broad St.

Resume Development
On-the-Job Training
Career Consultation
Community Resources
Open Job Positions
Interviews with employers

For more information, contact:

Mike Simpkins, CDF
614-559-5016 or
msimpkins@cowic.org

For list of attending employers please visit:

ohiomeansjobs.com/franklin

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AC/BJW 2.10.15

FastPath. Your Road to Job-Ready.

FastPath is a program that helps Columbus residents gain the job skills for entry-level employment in one of four growing fields:

- Patient Care (STNA certification)
- Building Services (OSHA certification)
- Food Services (ServSafe™ certification)
- Logistics (Certified Logistics Associate certification)

In the FastPath program, you will learn:

- Entry level skills for your chosen field
- Basic computer literacy
- Customer service
- Organization
- Time management
- Work success skills
- Financial literacy

In addition, we will guide you through the steps to help you get a job, including:

- Résumé writing
- Interview preparation
- Job application support

Eligible Candidates

To be eligible for FastPath, you must:

- Be a resident of the City of Columbus
- Be at least 18 years old
- Have a high school diploma or GED* and score at least at the 9th-grade proficiency level on a standardized placement test
- Pass a criminal background check and drug screen
- Be eligible to work in the U.S.
- Be recommended through a workforce partner (see back of brochure)

IMPORTANT: Candidates must meet ALL criteria to be accepted into the FastPath program.

* If you don't have a high school diploma or GED, please contact us at 614/287-5858 to discuss GED class enrollment.

Get on the FastPath to your career in less than two months!

Each of these paths begin with an opportunity for growth that can lead to:

- Long–term employment stability
- Higher paying wages

Position	Average Wages	Employment Outlook
Patient Care	$9.68 - $15.51	Growing faster than average!
Building Services	$9.35 - $14.00	
Food Services	$9.32 - $14.26	
Logistics	$9.36 - $14.31	

These paths are just the start of your career – wages increase with additional training and experience and your skills can easily transfer into other industries.

9.14

Get on the FastPath to Your New Career!

Contact one of the recommending agencies on the back of this brochure for more information and to request a recommendation.

Call now—classes begin soon!

What does it cost?

All program expenses are covered by FastPath! You will receive all of the materials you need to complete your coursework, and get job ready.

Get the Job.
Keep the Job.
Move Up!

FastPath Workforce Partners

Contact one of these agencies for a recommendation to the FastPath program.

Central Ohio Worforce Investment Corporation/Ohio Means Jobs Columbus - Franklin County
www.OhioMeansJobs.com
614-559-4786

Columbus Urban League
www.cul.org
614-257-6300

Community for All People
www.4allpeople.org
614-445-7342

Godman Guild
kat.yamaguchi@godmanguild.org
614-294-5476 x-120

Goodwill
www.goodwillcolumbus.org
614-583-0365

Henkels & McCoy, Inc.
www.henkelstraining.com/Ohio
614-221-3398

IMPACT Community Action
www.impactca.org/
614-252-2799

Jewish Family Services
www.jfscolumbus.org
614-237-9675

New Directions Career Center
(614) 849-0028
www.newdirectionscc.org

The FASTPATH program is funded by a grant from the City of Columbus and is administered by Columbus State Community College.

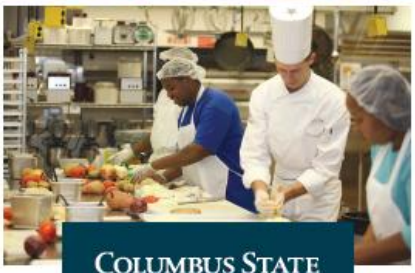
THE CITY OF COLUMBUS

COLUMBUS STATE COMMUNITY COLLEGE

614-287-5858 | lschaefer2@cscc.edu

FastPath

SHORT-TERM JOB TRAINING FOR HIGH-GROWTH FIELDS



COLUMBUS STATE COMMUNITY COLLEGE

Get CompTIA A+ Certified in 8 weeks!

Don't think you can do it? **You can.** We'll get you trained and certified. Then we'll help you land your first IT position. And we'll do it for **FREE.**

- **85%** of our students graduate
- **85%** of our students get certified
- **80%** of our students get employed

What's stopping you?

Apply to Per Scholas today and begin your career as an IT professional.

COURSE BENEFITS INCLUDE

- FREE tuition: All books, exam vouchers and materials included
- FREE CompTIA A+ Certification preparation, and Network+/ Security+ for Per Scholas graduates
- 8-week training, offered throughout the year
- FREE career counseling and support starting your IT job search campaign
- FREE job placement assistance. Employers include major corporations, nonprofits and government

BASIC REQUIREMENTS

- Ages 18 and older
- High school diploma or equivalent
- Interest in pursuing a career in IT
- U.S. citizen or authorized to work in the U.S.
- Available to attend classes 8:30-4:30pm (Mon – Fri)

APPLY ONLINE
perscholas.org/columbus

LOCATION & HOURS

112 Jefferson Avenue,
Suite 20
Columbus, OH 43215
(614) 824-4777

Monday – Friday
8:30 am – 4:30 pm

ROADS2WORK DRIVERS WANTED

An OMJ – Columbus- Franklin County Training Program

Roads2Work is a 5-week training program to help job seekers obtain full time employment in the trucking/transportation industry. *Roads2Work* has two tracks: *TRACK A* serves drivers who already have their CDL-A/B and will be offered as a "refresher course" or an On-the-Job Training (OJT) opportunity to address time-gaps in driving and length of experience. *TRACK B* serves new drivers delivering training to meet the demand of local and over the road companies. Beyond the technical and job search training, *Roads2Work* will address the enhancement of essential skills needed to obtain and maintain employment. From a positive workplace attitude and strong work ethic to financial literacy and conflict resolution, *Roads2Work* will help participants navigate the road to a new or improved career!

Ohio MEANS Jobs | Columbus-Franklin County

COWIC
Central Ohio Workforce Investment Corporation

Roads2Work

Register Now!

Open to participants from: Franklin, Delaware, Fairfield, Licking, Madison, Pickaway, and Union Counties

Job Preparation
CDL Classroom Training
On-the-Job Training

COWIC/OhioMeansJobs-Columbus-Franklin Co.
1111 E. Broad Street
Columbus, OH 43205
614-559-5052
www.cowic.org

For more info, contact:
Wato Yattani
wyattani@cowic.org
614-559-5150
-OR-
Jose Feliciano
jfeliciano@cowic.org

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SELF EMPLOYMENT EXPLORATION WORKSHOP

Learn about the world of self-employment!

The U.S. Small Business Administration has helped thousands of people start their own business. Find out if you have what it takes to be next:

- What does it mean to be self-employed?
- Is it a realistic choice for you?
- What are the advantages and disadvantages to self-employment?
- Where can I get funding?
- Get linked to all SBA services and classes!

Where: **Alvis House Community Reentry Center**
When: **Wednesday, December 17 from 9:00 to 1:00 (lunch will be provided)**
Contact: **Pre-registration is required by contacting Randy Baker at 252-0660, ext 250 or randy.baker@alvishouse.org**

ALVIS HOUSE COMMUNITY REENTRY CENTER

YOUR FUTURE IS CALLING

NEED HELP? We've got your back! The Alvis House Community Reentry Center's GED is here to help ex-offenders obtain their GED which leads to better jobs, career options and the respect you deserve. With our new, state of the art *Aztec GED Prep Solution* software, you will not only study for the test, you will pass the test!

Classes are free (and includes test fees) and held Monday through Thursday from 4:00-6:00 p.m. New student registration is every Monday at 3:30.

Reinvest in yourself!

ALVIS HOUSE, INC.

Community Reentry Center
1991 Bryden Road
Columbus, OH 43205
Tel: 614-252-0660

OPENING DOORS
Alvis House
REBUILDING LIVES

Reconnecting Families

Restoring Communities

Reinvesting in Ourselves

Prepare for college!
Increase your skills!
Earn your GED!

FREE CLASSES begin January 20, 2015

Columbus City Schools--Department of Adult and Community Education

You must participate in a 3-part orientation in order to enroll in classes.
Each part is 3 hours long. Please attend all three parts in order.
No pre-registration necessary. Please arrive 15 minutes prior to start time.
Choose a 3-part session from the options below.

Location: Adult & Community Education Center — 2323 Lexington Avenue, Columbus, OH 43211

Part 1	Part 2	Part 3
12/15/2014 9:00 am	12/16/2014 9:00 am	12/18/2014 9:00 am
12/15/2014 1:00 pm	12/16/2014 1:00 pm	12/18/2014 1:00 pm
12/15/2014 6:00 pm	12/16/2014 6:00 pm	12/18/2014 6:00 pm
01/06/2015 9:00 am	01/07/2015 9:00 am	01/09/2015 9:00 am
01/06/2015 1:00 pm	01/07/2015 1:00 pm	01/09/2015 1:00 pm
01/06/2015 6:00 pm	01/07/2015 6:00 pm	01/09/2015 6:00 pm

Location: Columbus Downtown High School — 364 South Fourth Street, Columbus, OH 43215

Part 1	Part 2	Part 3
01/07/2015 6:00 pm	01/12/2015 6:00 pm	01/14/2015 6:00 pm

Location: Woodward Park Middle School — 5151 Karl Road, Columbus, OH 43229

Part 1	Part 2	Part 3
01/13/2015 6:00 pm	01/15/2015 6:00 pm	01/20/2015 6:00 pm

Location: Yorktown Middle School — 5600 East Livingston Avenue, Columbus, OH 43232

Part 1	Part 2	Part 3
01/06/2015 6:00 pm	01/08/2015 6:00 pm	01/13/2015 6:00 pm

ABLE Adult Basic & Literacy Education

www.ccsoh.us/ace.aspx

614-365-5245 x 237

Work Readiness

Resume Development

In the Resume Development Workshop, you will learn the keys to building a professional resume and how to communicate your skills to employers.

Class Takeaways:

- Formatting a resume
- What not to include on a resume
- How to *SELL* yourself on a resume
- How to adjust a resume and cover letter for different positions

COWIC
Central Ohio Workforce Investment Corporation

Ohio MEANS Jobs | Columbus - Franklin County

Resume Development Workshop

Every Monday
1pm – 4pm

Market your skills

Make a strong first impression

Sign Up at the OMJ - CFC Customer Service Desk OR CALL 614-559-5025

e Central Ohio Workforce Investment Corporation (COWIC) is funded in part or whole by Title I of the Workforce Investment Act, the Ohio Department of Job and Family Services, the Franklin unty Board of Commissioners, and the City of Columbus. These funds support the operation of the OhioMeansJobs Center for Columbus and Franklin County. COWIC is an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.

INDIVIDUAL TRAINING ACCOUNTS

The Individual Training Account (ITA) is a voucher given to approved job seekers who are unemployed or under-employed and in need of short term occupational skills training to become employed at a self-sufficient wage.

ITAs help job seekers to obtain occupational skills training leading to an industry recognized certification; employer recognized skill certification, or a specific skill attainment.

*****Candidates MUST meet eligibility requirements under the Workforce Investment Act.***

COWIC
Central Ohio Workforce Investment Corporation

Ohio MEANS Jobs
Columbus - Franklin County

Individual Training Accounts (ITA)

Sign Up Today!!!

Open to participants from Franklin County

Occupational Skills Training
Industry Recognized Certifications

Job Search Assistance

COWIC /OMJ–
Columbus – Franklin Co.
1111 E. Broad St.
Columbus, OH 43205
614-559-5052

www.cowic.org
For more info Contact:
Jose Feliciano at
jfeliciano@cowic.org

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BJW 2.7.14

Work Readiness

Interview Skills

Interview Skills – In the Interview Skills Workshop you will learn techniques you can use to make you more comfortable and prepared when speaking with employers.

Class Takeaways:

- What questions employers are asking and how to answer them
- How to prepare for an interview
- What not to say or do during an interview
- What questions to ask the employer

COWIC
Central Ohio Workforce Investment Corporation

Ohio MEANS Jobs | Columbus - Franklin County

Interview Skills Workshop

Every Tuesday
9am – 12pm

Participate in Mock Interviews

Stand out from your competition

Sign Up at the OMJ - CFC Customer Service Desk OR CALL 614-559-5025

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BASIC COMPUTER LITERACY CLASS

An OMJ – Columbus- Franklin County Workshop

Basic Computer Literacy Skills Training is a three-day class* held Tuesday – Thursday every week. The class is designed to improve your computer skills and your job search. In three days, we will cover the computer basics, including:

- Introduction to a Personal Computer, Windows, Word & Excel
- Navigating the World Wide Web & Setting up a Free Email Address
- Posting a Resume Online and Applying for a Position
- Bookmarking and Accessing Career Information Sources

Class instruction delivered by Henkels & McCoy in partnership with COWIC/ OhioMeansJobs – Columbus-Franklin County

Register at: 614-221-3398 or 614-559-5052

**Participants must be in attendance all three days of the class in one week to receive a certificate of completion. A make-up day is allowed on Friday.*

Ohio MEANS Jobs | Columbus-Franklin County

COWIC Central Ohio Workforce Investment Corporation

H&M HENKELS & McCOY

Computer Literacy Training

Windows, Word, Excel

Tues-Thurs Every Week!

Choose:
Morning Session
(9am-Noon)
OR
Afternoon Session
(1pm-4pm)
Open Lab – Friday
(9am-Noon)

- **Upload a resume**
- **Access career information**
- **Apply for jobs online**

COWIC/OhioMeansJobs-Columbus-Franklin Co.
1111 E. Broad Street
Columbus, OH 43205
614-559-5052
www.cowic.org

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OHIO DEPARTMENT OF TRANSPORTATION

FROM HELMETS TO HARDHATS

Are You A Veteran Interested In Joining Our Highway Team?

Apply for the Apprenticeship Program

Seasonal Highway Maintenance Worker positions starting at $14.85/hour

ODOT District 6 encompasses an eight county region in Central Ohio, including **Delaware**, **Fayette**, **Franklin**, **Madison**, **Marion**, **Morrow**, **Pickaway**, and **Union** counties. District 6 is responsible for 4,797 lane miles of roads and 1,557 bridges.

Program Highlights:

- Paid training
- Ability to perform full complement of highway maintenance duties upon program completion
- Opportunity to work additional seasons based on performance evaluation
- CDL fee reimbursement and use of ODOT equipment for testing
- Eligibility to apply for regular full-time Highway Technician positions upon program completion

For more information, submit your resume to
Regan.Morrison@dot.state.oh.us

Check us out on Facebook, Twitter and Instagram!