# FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

# EMPLOYMENT TRAINING

LINCS SUPPLY CHAIN MANAGEMENT

Columbus Urban League

COLUMBUS STATE COMMUNITY COLLEGE

CSCMP

## Jump Start Your Career

# Customer Service Operations Certification

Earn an international industry recognized **CSCMP SCPro Fundamentals ™ Customer Service Operations / Order Management Certification** in only 4 weeks! Columbus State Community College and Columbus Urban League are partnering to provide free certification training for CSCMP SCPro Fundamentals ™ Certification.

- **Free**
- **Online**
- **Job Placement Assistance**
- **Classroom Review Sessions**
- **Focuses on Order Fulfillment, Service Operations, & Communication**

## Information Session

Wednesday,

**April 13, 2016**

**1:00 p.m.**

Columbus Urban League (MPR)
788 Mt. Vernon Ave.
Columbus, OH 43203

Course dates:
April 18th – May 17th

For More Information:
(614) 257-6300 x106
LINCS@cul.org

EOP/EOE – M/F/D/V
Funded by a TAACCCT grant awarded by the U.S. Department of Labor's Employment and Training Administration to the LINCS in Supply Chain Management Consortium.

COLUMBUS URBAN LEAGUE
788 MOUNT VERNON AVENUE COLUMBUS, OHIO 43203
(614) 257-6300 EXT.106 www.CUL.org/LINCS

# EMPLOYMENT PLUS

## +EMPLOYMENT WORK READINESS PROGRAM
Paid Training

## +COMPUTER LITERACY
20 hours

## +WORK READINESS CREDENTIAL
Vocational Training Referrals

## +SUPPORTIVE SERVICES
Barrier removal, coaching and support

IMPACT COMMUNITY ACTION
700 BRYDEN RD.COLUMBUS, OH 43215
(614) 453-1659
EMPLOYMENTPLUS@IMPACTCA.ORG

IMPACT Community Action
Serving Columbus and Franklin County

WWW.IMPACTCA.ORG

# RE-ENTRY

## Graduate Testimonials

- "Re-Entry is the foundation of restoration and a major step in the process." - Eddie Slade

- "The IMPACT Re-Entry program inspired me to empower others facing similar barriers to success. I became a Re-Entry Class Facilitator working at the very place that gave me a second chance and a new lease on life. I am the IMPACT ripple effect." - Roshelle Pate

- "IMPACT's Re-Entry program has not only given me the opportunity to have a career, but a life." - William Graves

## The three-week course features three curriculums:

- *Mis-Socialization of Men and Women*
- *Social Skills*
- *Love Notes*

## Eligibility Standards:

- Must be a Franklin County Resident
- Must be within one year of release from incarceration
- Must be able to pass an initial drug screen
- Cannot have a sex offense or arson charge on record
- Must be 125% of the Federal Poverty guidelines

Re-Entry's has a holistic approach to positive socialization in the community, employment settings, and with domestic relationships

Participants are matched with a Self-Sufficiency Coordinator who will help them complete initial assessments, develop Individual Service Plans, and help overcome barriers.

For each completed week of training, Participants receive a $100 training stipend ($300 total for completion)

For more information, call: 614.453.1724
Email: tlewis@impactca.org
IMPACT Community Action
700 Bryden Rd
Columbus, OH 43215
impactca.org

IMPACT Community Action
*Serving Columbus and Franklin County*

# What Would YOU Do With A Second Chance?

OHIO STATE UNIVERSITY EXTENSION

# Bridging Fathers and Families through Financial Literacy

A unique father-friendly program designed to help parents, who owe child support, become better parents, partners and providers.

**You will learn how to:**

- Better manage money and improve your credit
- Identify money-saving strategies
- Develop a personal financial plan
- Get extra help from child support staff
  - Reinstate Driver's License
  - Review and possible adjustment of your child support order
  - Network with others who care about your financial future and well-being
  - Use paternity establishment services
- Access to employment, education, and other opportunities!

**SATURDAYS**
**9 A.M. – 1 P.M.**

**To enroll contact:**
**614-247-1983**

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

**franklin.osu.edu**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity

Workforce Development, Pathways Program
1331 Edgehill Rd
Columbus, OH 43212

Welcome to the Pathways Program at Goodwill Columbus at the Battelle Career Education Center located at 1331 Edgehill Road, Columbus, OH 43212!

How would you like to participate in an exciting program that can lead to you working in a job of your choice? Goodwill Columbus is proud to present a program to provide each jobseeker with the necessary skills to succeed at work. You will discover in the Pathways Program new and innovative curriculum that will help jobseekers learn expectations of the contemporary workplace and provide tools needed to succeed at work.

Our team is ready to accept referrals from jobseekers that are non-custodial parents with a minor child that have an open Franklin County Child Support Enforcement Agency (CSEA) case and living in Franklin County.

We are seeking jobseekers that are willing/motivated to participate in intense **FREE** programming that will result in increased income through employment. Interested jobseekers can be both unemployed and underemployed and may be participating in other Goodwill Columbus Workforce Development programs.

Free Services through the Pathways Program include:

- Computer Basics
- Career Boot Camp
- Access to Computer Resource Room
- Job Seeking Assistance
- Individualized Career Consultation
- Job Coaching/Mentoring
- Employment Retention follow-up
- Peer Support Meetings
- Case Management

After successfully completing the Pathways Program, jobseekers are invited to attend a formal graduation ceremony and reception at Goodwill Columbus.

For further information about this exciting program call 614.583.0250 and request the Pathways Program.

Thank you and we look forward to hearing from you soon!

Marti Smith, BS, Career Consultant
Pathways, Goodwill Columbus

*Transforming the lives of individuals with disabilities and other barriers through pathways to independence and the power of work.*

IMPACT Community Action
Serving Columbus and Franklin County

# REACH

RE-ENGAGE EMPOWER AFFIRM CHALLENGE HONOR

## 10 WEEK BOOTCAMP

Mondays - Thursdays (9 a.m. to Noon)

Earn up to $600 in incentives

Youth & Young Adults Ages 16 to 24

Paid Work Experiences ($10 an hour) • Paid Certifications
Work Readiness • Computer Literacy • Financial Literacy
Life Skills • Employability

TRAINING FIELDS:
Allied Healthcare, Information Technology, Hospitality, and Culinary Arts

CAREER TRACKS INCLUDE:
Entering Employment
Post-Secondary Education
Vocational Training
Military Enlistment

For more information, call: 614.453.1658
Email reach@impactca.org

IMPACT Community Action
700 Bryden Road
Columbus, OH 43215

COWIC
Central Ohio Workforce Investment Corporation

Ohio MEANS Jobs.

Columbus-Franklin County

PART OF THE FUTURE TALENT RECRUITMENT INITIATIVE

# 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**

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

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AC/BJW 2.10.15

# FastPath. Your Road to Job-Ready.

*"I wasn't able to financially go back to school, so this program worked out well."*

Angela Brock
Nationwide Children's Hospital

**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)
- Logistics (Warehousing Operations certification)
- Childcare (Child Development Associate Credential)
- Construction Trades (OSHA-10 certification)

**In the FastPath program, you will learn:**

- Entry level skills for your chosen field
- Customer service
- Organization
- Time management
- Work success skills

**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 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.

**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 three months!**

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

- Long–term employment stability
- Higher paying wages
- Continuing education

| Position | Average Wages | Employment Outlook |
|---|---|---|
| Patient Care | $9.68 - $15.51 | Growing faster than average! |
| Child Care | $8.68 - $11.53 | |
| Logistics | $9.36 - $14.31 | |
| Construction | $9.00 - $14.02 | |

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.

9.15

## Choose FastPath To:

- Earn a valuable employment credential in less than three months.
- Receive Training at no cost to the student.
- Learn by doing—in the lab and classroom.
- Receive Job placement assistance - We have an 80% placement rate!
- Discover options to continue your education.
- Get the job. Keep the job. Move up in your chosen career.

Get on the FastPath!

***Classes begin soon. Call (614)287-3663 to enroll.***

## FastPath Workforce Partners

COWIC
Ohio Means Jobs Columbus - Franklin County
Columbus Urban League
Community Development for All People
Godman Guild
goodwill Columbus
HENKELS & McCOY
IMPACT Community Action
JEWISH FAMILY SERVICES
New Directions Career Center

***Contact us today!***

(614) 287-3663

fastpath@cscc.edu

www.cscc.edu/fastpath

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

# FastPath

**SHORT-TERM JOB TRAINING FOR HIGH-GROWTH FIELDS**

COLUMBUS STATE COMMUNITY COLLEGE

# FASTPATH

## Construction Trade Skills

- OSHA-10 Certification
- Lead Renovation Repair Certificate

## Classes Starting!

## February 1st 2016

## Don't Delay!

Construction and repair skills are utilized in many environments such as property maintenance, renovation and repair, residential construction and commercial construction. This hands-on, eight week FastPath construction skills training program will prepare you to work effectively in the construction industry by providing the basics in several skill areas such as demolition, carpentry, painting, plumbing, electrical, roofing, and much more. Upon successful completion, you will earn your OSHA-10 certification and a certificate in lead renovation repair.

**Job Duties for an entry level construction skills worker include:** performing a variety of construction and maintenance related activities such as carpentry, roofing, demolition, renovation and more. Workers assist with gathering the proper tools and materials, making repairs, taking apart equipment, cleaning up sites, disposing of waste, as well as helping with any other needs of craft workers.

### Classes Held:

- Monday through Friday
- 9:00 am – 3:00 pm
- For 8 weeks

### Average Wages:

- $9.00 to 14.02/ hr.

### Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Complete a criminal background check and pass a drug screen

**Contact Us For More Information!**

COLUMBUS STATE COMMUNITY COLLEGE

www.cscc.edu/FASTPATH

**Email:** FastPath@cscc.edu

**-or-**

**Phone:** (614) 287-3663

# FASTPATH

## Supply Chain Operations

- **CSCMP™ Customer Service Certification**
- **Dispatching**
- **Warehousing**

## Classes Starting Soon!

# February 1st

## Don't Delay!

Logistics Associates are involved in many positions within the supply chain process. Positions include: receiving, packing, shipping and processing orders, dispatching, office support, vendor relations, and more. This hands-on six week FastPath supply chain operations training program will prepare you to work effectively in the logistics industry, from factories and warehouses to distribution centers and transporters. Upon successful completion, you will earn your CSCMP™ Customer Service certification.

**Job Duties for** logistics associates includes product receiving and storage, order processing, inventory control and workplace safety. As a dispatcher, you will plan and coordinate the transportation of shipments, communicate with contractors and customers, process orders and invoices, and much more.

### Classes Held:

- Monday through Friday
- 9:00 am – 3:00 pm
- For 6 weeks

### Average Wages:

- $9.36 to $14.31/hr.

### Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Complete a criminal background check and pass a drug screen

**Contact Us For More Information!**

COLUMBUS STATE COMMUNITY COLLEGE

www.cscc.edu/FASTPATH

**Email:** FastPath@cscc.edu

**-or-**

**Phone:** (614) 287-3663

Unique Services Logistics Career Academy

# FASTPATH

## CHILD DEVELOPMENT ASSOCIATE / CDA Credential

## Classes Starting Soon!

## January 4th, 2016

## Don't Delay!

Eligible participants will have an opportunity to prepare for their Child Development Associate (CDA) in 12 weeks through the FastPath program at Columbus State Community College. This program is provided in partnership with Action for Children. The Child Development Associate is a national credential that demonstrates knowledge and skills in working with young children and their families.

Participants receive training for 6 competency goals and 13 functional areas. Students who successfully complete the program and state requirements will be eligible to set for the CDA exam (3 options: Center-based Infant/Toddler, Center-based Pre-school, or Family Child Care)

### Classes Held:

- 4:30 – 9:30 pm
- 3 days per week
- For 12 weeks

### Average Wages:

- $8.02 to $13.61/hr.

### Eligibility:

- Resident of the City of Columbus
- Be at least 18 years old
- High School Diploma/GED
- Eligible to work in the U.S.
- Pass a criminal background check & drug screen
- 480hrs experience working with children
- Verification of First Aide and Pediatric CPR

**Contact Us For More Information!**

COLUMBUS STATE COMMUNITY COLLEGE

www.cscc.edu/FASTPATH

**Email:** FastPath@cscc.edu

**-or-**

**Phone:** (614) 287-3663

Action for Children

# 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

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.

# 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**

he 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 ounty 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.

# 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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