

SIGN UP FOR THESE WORKSHOPS

at the

RESOURCE ROOM OR CALL TO RESERVE YOUR SEAT

A BEGINNING WITH COMPUTERS

Mondays 9:00 a.m.–11:00 a.m.

Don't have much experience on the computer? This workshop will help you learn the basics.

ARE YOU READY TO WORK?

Mondays 10:30 a.m.

You'll acquire skills in communication, stress management and decision making that will help you find a job and keep it. Also, you'll learn the most frequent reasons people are fired, along with tips for starting a new job.

BE MONEY WISE

Third Monday of every month 1:00 p.m.

Learn how to balance your budget and live within your means. Also, you'll learn why a credit report is important for money management.

RESUMES

Tuesdays 9:00 a.m.–12 noon

You'll learn how to write a resume, what to include in a resume and how to write a basic cover letter. In addition, you'll learn how to customize your resume to be more effective when changing careers or targeting specific markets.

You must be familiar with the computer to participate in this workshop. If you're not, we recommend that you take A BEGINNING WITH COMPUTERS first.

TRUCK DRIVING WORKSHOP

Alternate Wednesdays 9:00 a.m.

Now is your chance to talk with the experts about truck driving. One-Stop will have various trucking companies available to share with you information relating to what it's like to be a truck driver.

LET'S TALK

Alternate Wednesdays 9:00 a.m.

Lost your job to a plant closing, or permanent downsizing? Then this workshop is for you. Come and chat with others in the same boat...together we may be able to help each other.

INTERVIEWING

Wednesdays 10:30 a.m.

At this session, you'll learn tips and techniques for successful interviewing.

WHAT CAN I DO? YOU'D BE SURPRISED!

Thursdays 1:00 p.m.

Many times in our lives we are faced with having to find new employment. Find out what career best suits your skills and personality.

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LABOR MARKET INFORMATION

Tuesdays and Thursdays 2:15 p.m.

Third Thursday of every month 5:00 p.m.

Learn how to look up demand occupations, average salaries and job requirements on the Internet.

You must be familiar with the Internet to participate in this workshop. If you're not, we recommend that you take A BEGINNING WITH COMPUTERS first.

MOCK INTERVIEWING

Not sure how to answer tough interview questions? How would you like a trial run? At the Columbiana County One-Stop, we'll schedule and design a personalized Mock Interview with questions to target your specific job/occupation.

To schedule your Mock Interview, please call Jennifer Strank at (330) 424-9573, ext. 363.



Where Employers and
Job Seekers Connect

7860 Lincolne Place
Lisbon, OH 44432
Hours: Monday–Friday 8:00 a.m.–5:00 p.m.
Extended hours on 1st and 3rd Thursdays
of the month until 6:30 p.m.
Phone: (330) 420-WORK [9675]
www.onestopohio.com

Make sure you register for the SCOTI Job Matching System so you won't miss a potential job opportunity! http://www.scoti.ohio.gov/scoti_lex/