

WORKSHOPS



Everything you need to know about employment opportunities in healthcare!

LEARN ABOUT GREAT JOBS IN HEALTHCARE

*Free Healthcare Career
Workshops presented
by NEO HealthForce*

JOBS ARE AVAILABLE IN FIELDS SUCH AS:

- nursing
- medical records
- laboratory technology
- emergency medicine

NEO HEALTHFORCE EMPLOYERS:

- Forum Health
- East Liverpool City Hospital
- Humility of Mary
- Windsor House
- Salem Community Hospital
- Salem Visiting Nurses
- Park Vista Retirement Community
- Austinwoods
- The Inner Office
- Mahoning Valley Hospital

LEARN MORE ABOUT:

- where jobs are available
- educational requirements
- how to get training and tuition assistance
- choosing the right career for you



*Call
(330) 675-2179
for workshop
schedule.*

SIGN UP FOR THESE WORKSHOPS

at the

RESOURCE ROOM OR CALL TO RESERVE YOUR SEAT

BEGINNING WITH COMPUTERS

Monday: 9:00 a.m.–11:30 A.M.

Learn basic computer skills or brush up on your existing skills to prepare you to use other One-Stop services.

ARE YOU READY TO WORK?

Monday: 2:00 p.m.–3:30 p.m.

Acquire communication skills, stress-management skills, and decision-making skills that will help you find a job and keep it. Learn the more frequent reasons why people are fired, and tips on starting out on a new job.

BASIC JOB SEARCH: MARKETING YOURSELF

Tuesday: 9:00 a.m.–11:00 a.m.

Learn how to get the job that's just right for you.

WHAT CAN YOU DO? (CAREER EXPLORATION)

Tuesday: 2:00 p.m.–3:00 p.m.

Find out through the Internet which career paths best suit your skills, your personality, your abilities and your experience. [Must be computer-literate. If not, you should first sign up for *Beginning with Computers.*]

LABOR MARKET INFORMATION

Thursday: 2:30 p.m.–4:00 p.m.

Learn how to research the Internet for jobs and occupations that are in demand in national, state and local labor markets,

including information on average wages, job requirements and average number of openings. [Must be computer-literate. If not, you should first sign up for *Beginning with Computers.*]

INTERVIEWS: HOW TO ACE THEM

Wednesday: 2:00 p.m.–4:00 p.m.

Learn tips and techniques for successful employment interviewing. Learn how to answer common questions and tricky questions asked at most interviews. Participate in a mock interview to help you practice your responses to questions, and to practice wearing proper attire.

RÉSUMÉS

Friday: 1:00 p.m.–3:30 p.m.

Learn how to develop your résumé and to create an effective cover letter. Learn ways to customize your résumé to make it more effective when you're targeting a specific job market or changing careers. [Must be computer-literate. If not, you should first sign up for *Beginning with Computers.*]

ORIENTATION TO THE TRUMBULL COUNTY ONE-STOP AND ITS SERVICES

Friday: 2:00 p.m.–3:00 p.m. (every Friday)



147 W. Market St. • Warren, OH 44481

Hours: Monday–Friday 8:00 a.m.–5:00 p.m.

Phone: (330) 675-2179 • Fax: (330) 675-2008 • TTY: (330) 675-2252

www.onestopohio.org