

Pickaway County JOBS One-Stop, in partnership with Pickaway-Ross Career & Technology Center (PRCTC), will serve Pickaway County participants with job-seeking workshops offered at multiple locations around Pickaway County.

WORKSHOPS



RESUME CLASS

Learn to create a professional resume using the pickawayjobs.com website. Each student will receive the Pocket Book of Job Search Data & Tips. Participants will leave with their resume stored on a USB drive for future use.

INTERVIEW CLASS

Participants will learn interview skills such as: How to answer those difficult questions; what "not to say" in an interview; role playing, how to dress for success, and how to leave a lasting impression. Each student will receive the Quick Job Interview Guide, which teaches how to excel at the most important stage of the job search - the interview.

JOB SEEKING ONLINE CLASS

This class will teach participants how to use the Internet and search for job postings, apply online, and attach a resume. Students will learn about creating accounts under such Internet job-search sites as Monster.com, Yahoo Hot Jobs, Career Builder, and how to search for jobs on the Pickaway County JOBS One-Stop website. Each student will receive the Quick Job Search Guide, which is a fast track to a more successful job search.

LABOR MARKET STATISTICS CLASS

A review of labor market reports and data sources which includes employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources and careers. The instructor will use the Internet and the Enhanced Occupational Outlook Handbook with more than 6,000 jobs descriptions. This will help students decide on a career path and determine what careers are in demand.

FINANCIAL MANAGEMENT/BUDGETING

Participants will learn how to create a home budget, tracking monthly spending, possible ways to reduce expenses and determining a wage that is required to maintain their household budget. Each student will receive the Out of Hock & Out of Debt Handbook.

CUSTOMER SERVICE CLASS

This class will teach participants customer service e-mail and phone etiquette. Topics will include: What to leave off your e-mail, how to communicate effectively, what to put in the subject line and phone techniques. The instructor will show video clips of e-mail and phone etiquette.

The free, one-day, job-seeking workshops will be scheduled at locations in communities throughout Pickaway County. The workshops are open to the public, regardless of residency.

There are:

- **No eligibility requirements**
- **No age restrictions**
- **No cost**

See reverse side for workshop dates and locations.

**Call to pre-register:
(740) 420-7339, Ext. 321**

FREE One-Day Job-Seeking Workshops

August 18, 2009

Tarlton Town Hall
115 Harrison St.,
Tarlton, Oh 43156

RESUME CLASS
9am-3pm

August 19, 2009

Village Chapel UM Church
30 Circleville Ave
Ashville, OH 43103

INTERVIEW CLASS
9am-3pm

August 20, 2009

Tarlton Town Hall
115 Harrison St,
Tarlton, OH 43156

INTERVIEW CLASS
9am-3pm

August 21, 2009

JOBS One-Stop
160 Island Rd
Circleville OH 43113

INTERVIEW CLASS
9am-3pm

August 22, 2009

JOBS One-Stop
160 Island Rd
Circleville, OH 43113

INTERVIEW CLASS
9am-3pm

August 24, 2009

Darbyville Technology Center
16697 West Street
Williamsport, Ohio 43164
Located in Darbyville

**JOB SEEKING
ONLINE CLASS**
9am-3pm

August 25, 2009

Atlanta United Methodist Church
25960 St. Rt. 207
New Holland, OH 43145

**JOB SEEKING
ONLINE CLASS**
9am-3pm

August 26, 2009

Darbyville Technology Center
16697 West Street
Williamsport, Ohio 43164
Located in Darbyville

**LABOR MARKET
STATISTICS CLASS**
9am-1pm

August 27, 2009

Atlanta United Methodist Church
25960 St. Rt. 207
New Holland, OH 43145

**LABOR MARKET
STATISTICS CLASS**
9am-1pm

August 28, 2009

JOBS One-Stop
160 Island Rd
Circleville, OH 43113

**JOB SEEKING
ONLINE CLASS**
9am-3pm

August 29, 2009

JOBS One-Stop
160 Island Rd
Circleville, OH 43113

**JOB SEEKING
ONLINE CLASS**
9am-3pm

August 31, 2009

Village Chapel UM Church
30 Circleville Ave
Ashville, OH 43103

**JOB SEEKING
ONLINE CLASS**
9am-3pm

September 1, 2009

Tarlton Town Hall
115 Harrison St
Tarlton, OH 43156

**JOB SEEKING
ONLINE CLASS**
9am-3pm

September 2, 2009

Village Chapel UM Church
30 Circleville Ave
Ashville, OH 43103

**LABOR MARKET
STATISTICS CLASS**
9am-1pm

September 3, 2009

Tarlton Town Hall
115 Harrison St
Tarlton, OH 43156

**LABOR MARKET
STATISTICS CLASS**
9am-1pm

September 4, 2009

JOBS One-Stop
160 Island Road
Circleville, OH 43113

**LABOR MARKET
STATISTICS CLASS**
9am-1pm

September 5, 2009

JOBS One-Stop
160 Island Road
Circleville, OH 43113

**LABOR MARKET
STATISTICS CLASS**
9am-1pm