



Workshop Descriptions

(Rev. 12/09/11)

Jump Start Your Job Search (90 minutes)

Attend this session to learn about the free workshops and job search assistance available to you through Lake1Stop. Receive a Job Search Planning Tool to guide you through an effective job search to that next new job.

NOTE: *This session is highly recommended to learn about our full array of services, to find out about available training funds, or for one-on-one job search assistance. You **must** pre-register for Jump Start Your Job Search.*

Wave of Change (3 hours)

Recognize the stages you may go through after job loss and how change affects you. Learn how to better manage stress, reduce negative thinking, and move forward to create a productive job search plan. This class is a recommended first step after attending “Jump Start Your Job Search.”

Applications & Job Search Letters (3 hours)

Learn how to avoid some common mistakes when completing employment applications. Use the application to make a great first impression on an employer. Find out how to write an attention-getting cover letter to send with a résumé, marketing letters that will open doors to unadvertised opportunities, and follow-up letters that set you apart from other job applicants.

Resume Development (3 hours)

In a classroom setting, we cover résumé content and selection of best résumé format. Learn how to highlight your accomplishments, and get tips on deciding what to include and what to leave out. Make the employer *want to talk to you* by writing a strong, focused résumé!

Interviewing Techniques (3 hours)

Learn to “sell yourself” to an employer! This workshop covers the secrets of preparing for interviews, handling difficult questions and behavioral interview situations.

Uncovering the Hidden Job Market (3 hours)

Learn how to maximize the effectiveness of your job search by using a combination of research and networking to find jobs that are not advertised and to meet the people who can help you get them.

Using Ohio Means Jobs (3 hours)

In our computer lab, learn the ins and outs of Ohio Means Jobs and discover various methods of searching for specific types of positions. Complete your registration; post your resume and practice searching for jobs! *Please come prepared with an email account you can access and a resume to post.*

Computer Skills for Job Search (3 hours)

Do you know how to save your resume to a storage device? Do you know how to email your resume, or copy and paste it to an online application? This workshop will help you answer “Yes” to the above items. *Please come prepared with an email account you can access.*

Using LinkedIn (3 Hours)

LinkedIn is recognized as the business-oriented, professional social networking site most commonly used by job seekers and employers. In this workshop you will learn how to complete your profile, build your network, and research companies. *Please come prepared with an email account you can access.*