OhioMeansJobs|Cleveland-Cuyahoga County - April, May & June 2017

For additional information visit us at ohiomeansjobs.com/cuyahoga



Please call first to verify all dates and times on this flyer!

OMJ|CC Locations



Downtown

West



Downtown Office (full service) 1020 Bolivar Road 216-664-4673 Parma Office (full service) 11699 Brookpark Road 216-898-1366

Old Brooklyn Office

4261 Fulton Parkway (and Memphis Ave.) 216-939-2599

Workshop Descriptions, Dates and Times

Orientation

During the course of this day jobseekers are introduced to the services of OMJ|CC. You will register on our job search database and your needs will be assessed by our intake staff.



Downtown – arrive anytime between 8:30am & 3:00pm Every Monday (with the exception of holidays)

April 3, 10, 17, 24 May 1, 8, 15, 22 June 5, 12, 19, 26

Parma – arrive any time between 8:30am & 2:30pm Every Thursday (with the exception of holidays)

April 6,13, 20 and 27 May 4, 11, 18 and 25 June 1,8, 15, 22 and 29

Career Workshop

Learn to assess and communicate your skills; determine the skills needed for your career interests; identify career options and goals and develop an employment plan. You will also learn how to prepare for the tough interview questions, what questions you should ask, and how to follow-up after the interview.

<u>Downtown - 9:00am - 4:00pm\</u>

(Tues., Wed. and Thursday)

April 4, 5 and 6 April 12, 13 and 14* April 18, 19 and 20 April 25, 26 and 27 May 2, 3 and 4 May 9, 10 and 11 May 16, 18 and 19** May 23, 24 and 25 June 6, 7 and 8 June 13, 14 and 16*** June 20, 21 and 22 June 27, 28 and 30***

*Wed, Thurs, Fri. due to Indians game **Tues, Thurs, Fri due to Indians

game
***Tues, Wed, Fri due to Indians
game

Parma - 9:00am- 4: 00pm (Mon., Tues. and Wednesday)

April 3, 4 and 5
April 10, 11 and 12
April 17, 18 and 19
April 24, 25 and 26
May 1, 2 and 3
May 8, 9 and 10
May 15, 16 and 17
May 22, 23 and 24
May 30, 31 and June 2*
June 5, 6 and 7
June 12, 13 and 14
June 19, 20 and 21
June 26, 27 and 28

* Tuesday, Wednesday and Friday due to holiday

PARMA OFFICE ONLY:

Managing the Stress of Unemployment

with Francis Chiappa, Ph.D., Psychologist 9:30 am to 11:30 am

Tuesday: 9:30 am to 11:30 am June 13, 2017

Computer Basics for Job Seekers

Lack of computer skills have you frustrated? Join us for Computer Basics for Job Seekers

When: Fridays, bi-weekly Time: 9:00 am - 12:00 noon

You will learn about:

- Basic computer operation
- Creating an email account
- Composing emails
- Attaching your resume
- Job search websites
- Online applications

TO REGISTER: Check with Front Desk or Speak with your Employment Specialist

<u>NOTE:</u>

Classes are currently on hold until May 2017 – exact date to be announced.

For more information, please call **216-939-2599** after May 1st.

Rev. 3.16.17

If you need an accommodation to participate, call the workshop location.



ABLE, GED & ESOL services provided by Parma City Schools Adult Education Services. For more information call 440-885-8797

Literacy Workshops:
ABLE/GED Orientation
required to attend classes
Adult Basic Literacy Education
(ABLE) and GED prep classes
to improve reading and math
skills.

DOWNTOWN:

ABLE/GED Schedule: Orientation:

4th Friday of the month 9:00 am to 2:00 pm

(Class size limited to 25 people – bring valid I.D.)

April 28 May 26 June- call 440.885.8797

*GED Classes: 9:30 am to Noon

Monday-Thursday
*Must attend orientation before attending class

<u>Financial Literacy Classes</u>: TBD

TABE Testing: 1st Friday of each month: 9:00 am to 12:30 pm

April 7 May 5 June 2

WorkKeys/KeyTrain Review: Every Monday & Tuesday 1:00-4:00 pm

Accuplacer Test Prep:

Wednesday: 1:00-3:30 pm

5/3, 5/10, 5/17

For registration info please call: 440-885-8797

PARMA:

ESOL Orientation: 2nd Thursday of each month: 1:00 - 4:00 pm April 13

May 11 No June orientation

ESOL Classes: Monday and Wednesday: 9:30 am to Noon

GED Orientation:

2nd Thursday of each month: 8:30 am - 1:30 pm

April 13 May 11 No June orientation

*GED Classes: Tuesday and Friday 9:30 am to Noon

*Must attend orientation before attending class

<u>Financial Literacy Classes</u>: 1:00 – 3:30 pm

TABE Testing:

4th Thursday of each month 9:00 am to 12:30 pm

April 27 May 25 June 22

TBD

WorkKeys Testing:

1st and 3rd Tuesdays of each month: 9:00 am to 1:00 pm

WorkKeys/KeyTrain Review:

Every Tuesday and Friday 1:00-4:00 pm

Accuplacer Test Prep: Monday: 1:00- 3:30 pm

5/1, 5/8, 5/15

For registration info please call: 440-885-8797

Cleveland Public Library (CPL)

Cleveland Public Library works with residents to upgrade their skills and assist with their job search process.

TechCentral located within the Cleveland Public Library offers beginning and advanced workshops in Computers and Internet Basics, Creating Resumes and Improving Your Job Search as well as classes in Microsoft Word, Excel and Publisher, Email Basics and Mobile Devices.

Please call 216-623-2980 to register or stop in at your local library to register.



Main Library Hours

Monday-Saturday 10:00 to 6:00 Sunday: Closed

Branch Hours

Monday, Tuesday, Thursday: 10:00 to 7:00 Wednesday, Friday, Saturday: 10:00 to 6:00 Sunday: Closed

Main number: 216-623-2800 or visit website at: www.cpl.org

Equal Access Services

Who is this for?

- Condition from an injury, illness or impairment that impacts Employment Services:
- Linkage with employment resources
- Determine job accommodations
- Education on issues of disclosure to employers
- Assess jobs for proper matches to enhance your success
- Support you in your employment services

Examples include:

- hearing or vision loss
- · lack of mobility
- · problems with reading
- · physical limitations
- anxiety or depression chronic medical conditions

Cuyahoga County Public Library (CCPL)

Putting the people of Cuyahoga County back to work is one of six priorities of the CCPL.

The Library Career Center empowers adults by offering job search resources, career counseling and a variety of free workshops that include beginning to advanced classes on computer software programs and the Internet at select branches throughout the CCPL system.

Please call 216-475-2225 or toll free 800-749-5560 with any questions or to sign up for classes.

All Branches

Monday-Thursday: 9:00 to 9:00 Friday-Saturday: 9:00 to 5:30 Sunday: 1:00 to 5:00

Mobile Community Employment Specialists

OMJ|CC now provides mobile Employment Specialists to meet with job seekers at branches of the Cuyahoga County and the Cleveland Public Library. Job seekers can register for services and meet with an Employment Specialist that can assist them with eligibility, provide information and referral services and discuss employment or training opportunities funded by OMJ|CC.

Andrea Miller, 216-310-9043

Garfield Hts.: Tues. 10am-6:30pm

Warrensville Hts.: Mon. and Wed., 10am-6:30pm South Euclid: Thurs. 10am-6:30pm and Fri. 9am-5:30pm

Abdul Dollar, 216-310-9042

N. Olmsted: Tues. and Thurs. 10am-6:30pm

Parma: Mon. and Wed., 10am-6:30pm and Fri. 9am-5:30pm

Gail Hughley, 216-978-7150 Cleveland Public Library –

Fleet Branch: Mon, Wed, every other Friday; 9:30 am-6 pm

Cleveland Public Library – Addison Branch: Tues, Thurs, every other Friday; 9:30am-6pm