

## Workshop Schedule for Portage Workforce Connection

**Sessions begin at the listed below:**  
Class will begin promptly so arrive early!

**Limited space for Classes:** Please register by calling  
296-2841

**9am– 12pm are standard Class times. Unless  
otherwise listed.**

**Brandy Hemphill**  
Job Search Coach  
330-297-3426

# January 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 <b>Intro to Job Search Class</b>	5 Internet Job Searching 11-CSEA	6 9-Team Building (OSU)  Application	7  Interviewing	8  Resume #1	9	10
11 <b>Independent Job Search</b>	12 10- Nutrition/OSU 11- NIT	13  Resume #2	14 11-Ohio Consumer Credit  Resume #3	15  10-12- Fair housing	16	17
18 <b>NO CLASS MLK Day</b>	19 9-National College	20 <b>TABE TESTING</b>	21 10-12 North Coast Medical Training	22  9am-New Horizons	23	24
25 <b>Independent Job Search</b>	26  Money Management	27  Mock Interviews	28  <b>Independent Job Search</b>	29  Review	30	31

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Job Search Coach  
330-297-3426only

# February 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <b>Intro to Job Search Class</b>	2 Internet Job Searching  11-CSEA	3 9-Team Building (OSU)  Application	4 Interviewing  11-Ohio Consumer Credit	5  Resume #1	6	7
8 <b>Independent Job Search</b>	9 9-National College 10-Resumes #2 11-NIT	10 9-Resume 10-12-Fairhousing	11 9-Microsoft Word Resume #3	12  <b>TABE testing</b>	13	14
15 <b>NO CLASS Presidents Day</b>	16  10a-Nutrition	17  10-12 Money Management #1	18  10-12 Money Management #2	19  9-New Horizons	20	21
22 <b>Independent Job Search</b>	23  10-12 Money Management #3	24  Mock Interviews	25  10-12 North Coast Medical	26  <b>Review</b>	27	28

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# March 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 <b>Intro to Job Search Class</b>	2 Internet	3 9- OSU 10- Applications 11- OCC	4 Interviewing  11-CSEA	5 Resume #1	6	7
8 <b>Independent Job Search</b>	9 9- National College Resume #2	10 Microsoft Word Training  Resume #3	11 Mock Interviews	12 10-12- Fair Housing	13	14
15 <b>Independent Job Search</b>	16 10- Nutrition  Assessments	17 TAFE TESTING	18 10-12-North Coast Interviewing	19 9- New Horizons		21
22 <b>Independent Job Search</b>	23 10-Money Management	24 10-Money Management	25 10-Money Management	26 Review	27	28

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# April 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>5</b> <b>Intro to Job Search Class</b>	<b>6</b> <b>9- Interviewing Workshop</b> <b>11-CSEA</b>	<b>7</b> <b>9- OSU Extension: Team Building</b> <b>10-Application Tips</b>	<b>8</b> <b>9-Internet Job Search</b> <b>11- Ohio Consumer Credit</b>	<b>9</b> <b>Resume #1:</b> <b>Building Your Skill Inventory</b>	<b>10</b>	<b>11</b>
<b>12</b> <b>Independent Job Search</b>	<b>13</b> <b>9- National College</b> <b>10-Assessments</b>	<b>14</b> <b>Resume #2: Typing Process Begins</b>	<b>15</b> <b>Resume #3:</b> <b>Microsoft Word Training</b>	<b>16</b> <b>9- New Horizons</b> <b>10-12- Fair Housing</b>	<b>17</b>	<b>18</b>
<b>19</b> <b>Independent Job Search</b>	<b>20</b> <b>10-Money Management: Budget</b>	<b>21</b> <b>10-Money Management: Credit 101</b>	<b>22</b> <b>TABE TESTING:</b> <b>Testing Adult Basic Education</b>	<b>23</b> <b>10-Money Management: Credit Bureaus</b>	<b>24</b>	<b>25</b>
<b>26</b> <b>Independent Job Search</b>	<b>27</b> <b>Independent Job Search</b>	<b>28</b> <b>Independent Job Search</b>	<b>29</b> <b>Independent Job Search</b>	<b>30</b> <b>Independent Job Search</b>		

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# May 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3  <b>Intro to Job Search Class</b>	4  Internet Job Searching Techniques	5 <b>9-</b> OSU: Team Building <b>10-</b> Applications <b>11-</b> OCC: Utilities and Assistance	6  Interviewing Workshop	7  Resume #1: Building Your Skill Inventory	8	9
10  Resume #2: Begin the Typing Process	11  TABE testing	12  SDS Assessment <b>10-12-</b> Fair Housing	13  Microsoft Word Training Resume #3	14  9-New Horizons: "Insider Secrets to Supercharge your Job Search"	15	16
17	18	19	20	21	22	23
24	25  <b>9-12</b> Money Management: Budgeting 101	26  <b>9-12</b> Money Management: Credit 101	27  <b>9-12</b> Money Management: Understanding Credit Bureau	28	29	30

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Job Search Coach 330-297-3426  
[HEMPHB01@ODJFS.STATE.OH.US](mailto:HEMPHB01@ODJFS.STATE.OH.US)

### June 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Intro to Job Search Class</b>	1 Internet Job Searching Techniques	2 <b>9-</b> OSU: Team Building <b>10:30-</b> Interviewing Workshop	3 Applications <b>10-</b> OSU: Nutrition <b>11-</b> OCC: Utilities and Assistance	4 Resume #1: : Building Your Skill Inventory	5	6
7 Resume #2: Begin the Typing Process	8 Resume #3 Resume Formatting & Microsoft Word Training	9 <b>9-</b> Assessments <b>10-12</b> Money Management	10 <b>9-</b> New Horizons: "Insider Secrets to Supercharge your Job Search"	11 <b>10-12-</b> Fair Housing	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

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# July 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5  <b>HOLIDAY</b> Building Closed	6	7 <b>9-OSU Team Building</b> <b>10-Applications</b> <b>11-Internet Job Searching</b>	8 <b>9-Application</b> <b>10-Nutrition</b> <b>11-OCC</b>	9 Resume Part 1: Uncovering you skills	10	11
12 Resume part 2: Begin the typing process	13 <b>9- Microsoft Word</b> Resume Part 3: Formatting	14 <b>9-Assessments</b> <b>10-12 Money Management</b>	15 <b>9-New Horizons</b>	16 <b>10-12- Fair Housing</b>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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# August 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2  Intro to Job Search Class	3	4	5	6	7	8
9  <b>Independent Job Search</b>	10  9-National College	11  10-12- Fair Housing	12	13	14	15
16  <b>Independent Job Search</b>	17  10- Nutrition	18	19	20	21	22
23  <b>Independent Job Search</b>	24	25	26	27	28	29

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# September 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6  Intro to Job Search Class	7	8	9	10	11	12
13  <b>Independent Job Search</b>	14  9-National College	15	16	17 <b>10-12- Fair Housing</b>	18	19
20  <b>Independent Job Search</b>	21  10-Nutrition	22	23	24	25	26
27  <b>Independent Job Search</b>	28	29	30			

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### October 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4  Intro To Job Search Class	5	6	7	8	9	10
11 <b>Independent Job Search</b>	12 9- National College	13	14	15 <b>10-12- Fair Housing</b>	16	17
18 <b>Independent Job Search</b>	19 <b>10-Nutrition</b>	20	21	22	23	24
25 <b>Independent Job Search</b>	26	27	28	29	30	31

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### November 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1  Intro To Job Search Class	2	3	4	5	6	7
8  <b>Independent Job Search</b>	9 9- National College	10 10-12 Fair Housing	11	12	13	14
15  <b>Independent Job Search</b>	16 10- Nutrition	17	18	19	20	21
22  <b>Independent Job Search</b>	23	24	25	26	27	28

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### December 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6  Intro To Job Search Class	7	8	9	10	11	12
13  <b>Independent Job Search</b>	14  9-National College 10-Nutrition	15	16	17  <b>10-12 Fair Housing</b>	18	19
20  <b>Independent Job Search</b>	21	22	23	24  No Class	25	26
27  <b>Independent Job Search</b>	28	29	30	31  No Class		