

Customized Skills for Life and Work



We can facilitate workshops in any of the following topics. Choose the topics you wish to cover, and if you need something not listed please let us know! All participants begin with a pre-assessment to determine participants' skill and interest in the topic to be covered and to guide specific material covered in the workshop. Post-assessments will also be administered to demonstrate increased comfort and skill in material covered. All participants will register on ohiomeansjobs.com and save resources in their backpack.

Problem Solving and Critical Thinking

- Praise, Criticism or Feedback?
- Workplace Ethics
- Problem Solving on a Team
- Perception vs. Reality
- Tell Me About a Time When...

Professionalism

- Professionalism in Today's Workplace
- Professional Work Attitudes
- Teamwork: An Essential Element of Professionalism
- Self-Reflection: Problem-solving at its Best

What Do You Have To Sell?

- Likes/Dislikes
- Strengths/Weaknesses
- Skills Inventory
- Success Stories

Your Ideal job

- Job Description
- Job Conditions
- Pay and Benefits
- Setting Goals

Creating a Winning Resume

- Write a Draft
- The Final Version
- Resume Checklist
- Cover Letters for Reference

The Job Interview

- Basic Guidelines for Interviews
- Preparing Your Commercial
- Common (and Difficult) Interview Questions
- Questions You May Want to Ask
- After the Interview
- Getting Ready for the Interview

Starting Off In a Job

- New Employee Paperwork
- Wages and Pay
- Workplace Policies and Procedures
- Benefits
- Learning the Job
- Corporate Culture

Workplace Skills

- Being Professional
- Working Effectively
- Leadership and Teamwork
- Resolving Conflict
- Customer Service
- Managing Stress

Job Performance

- Self-Esteem on the Job
- Handling Feedback
- Performance Reviews
- Disciplinary Action

Job Success

- The Diverse Workplace
- Cultural Sensitivity
- Discrimination, Harassment
- Where are You Going?
- Promotion Plan

Getting Control of Your Money

- Tracking Spending
- Figuring Income and Expenses
- Making Your Spending Plan Balance
- Making Money Decisions

Banking

- Checking Accounts
- Monitoring Your Checking Account
- Savings Accounts

Managing Your Money

- Your Paycheck
- Buying a Used Car
- Making a Budget
- Opening a Bank Account
- Using Debit Cards
- Prepaid Cards
- Saving Money When You Shop
- Buying and Using Phone Cards
- Sending Money Overseas
- Renting an Apartment

Why Use Credit?

- Getting Credit
- Credit Cards
- Loans
- Debt

Credit, Loans and Debt

- Your Credit History
- Using Credit
- Payday Loans & Cash Advances
- Car Title Loans
- Managing Debt

Scams and Identity Theft

- Avoiding Identity Theft
- Recovering from Identity Theft
- Scams Against Immigrants
- Money Wiring Scams

Entrepreneurship

- What do Entrepreneurs Do?
- The Role of an Entrepreneur
- What Does it Take to be an Entrepreneur?
- The Role of Personal Work Preferences
- Pros and Cons of Becoming an Entrepreneur

Academic Skills

- Workplace Skills in Reading for Information
- Workplace Skills in Applied Math
- Workplace Skills in Locating Information
- Prepare for High-stakes Testing

Computer Courses

- Computer Basics
- Microsoft Word
- Microsoft Excel
- PowerPoint

Classes can be designed to meet once or to meet over a series of time for the convenience of your participants. We recommend classes meet for at least an hour and a half but the length can also be customized.

For more information, contact Connie Shriver at cshriver@mid-eastctc.org or at 740-454-7242.

