

EMPLOYMENT CONNECTIONS

Job Seeking & Work Readiness Classes

2018 Schedule

Tuesdays 4:30-6:00pm or Fridays 10:00am-11:30am

Contact Debi Tyree (419) 381-5213

Course Topics Include:

- **Resume Development** - Basic Resume structure and requirements, how to address gaps in employment or lacking employment history.
- **Job Seeking Skills** - Who is hiring, where to look for jobs, online job searches. Use of Social Media in the job seeking process will also be reviewed.
- **Interview Techniques** - What are employers looking for, review of standard questions including employment history and behavioral based questions.
- **Employer Engagement** - How to present yourself to a potential employer, development of a 30 second "elevator speech".
- **Soft Skills** - Attitude and enthusiasm, communication, teamwork, problem solving and critical thinking.



Employment Connections
2121 S Reynolds Rd
Toledo, OH 43614

Reynolds at Southwyck
Easily accessible via TARPS or
TARTA (Southwyck / 31)

**EMPLOYMENT
CONNECTIONS**
A Division of the Lucas County Board of Developmental Disabilities