

# November 2023



## Job Connection Center - Madison

## Calendar of Events

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <b>RESUME WORKSHOP</b> <u>TIME:</u> 9:00-11:00 AM <u>LOCATION:</u> Madison JCC (1120 Madison Ave. Toledo, OH 43604)	7 <b>RESOURCE TABLE</b> <u>TIME:</u> 12:30-1:30 PM <u>LOCATION:</u> Goodwill Store (2021 S Reynolds Rd. Toledo, OH 43614)	8	9	10	11
12	13 <b>APPLICATION TIPS</b> <u>TIME:</u> 9:00-11:00 AM <u>LOCATION:</u> Madison JCC (1120 Madison Ave. Toledo, OH 43604)	14	15 <b>WORKSHOP: POSITIVE MENTAL ATTITUDE</b> <u>TIME:</u> 1:00-3:00 PM <u>LOCATION:</u> Madison Training Rm (1120 Madison Ave. Toledo, OH 43604)	16	17	18
19	20 <b>BASIC COMPUTER SKILLS</b> <u>TIME:</u> 10:00 AM-12:00 PM <u>LOCATION:</u> Madison JCC (1120 Madison Ave. Toledo, OH 43604)	21	22 <b>INTRO TO GMAIL</b> <u>TIME:</u> 10:00-11:30 AM <u>LOCATION:</u> Madison JCC (1120 Madison Ave. Toledo, OH 43604)	23 <i>Happy Thanksgiving</i> <b>CLOSED</b>	24 <i>Thanksgiving Holiday</i> <b>CLOSED</b>	25
26	27 <b>INTERVIEW SKILLS</b> <u>TIME:</u> 10:00-11:30 AM <u>LOCATION:</u> Madison Training Rm (1120 Madison Ave. Toledo, OH 43604)	28	29 <b>DRESS FOR SUCCESS</b> <u>TIME:</u> 10:30-11:30 AM <u>LOCATION:</u> Deveaux JCC (2600 W Sylvania Ave #107 Toledo, OH 43613)	30		

**NO SIGN-UP REQUIRED. FOR MORE INFORMATION, PLEASE CONTACT MELODY AT (419) 255-0070 x3625**

**RESUME WORKSHOP**

Learn what a resume is and how to create your own.

**RESOURCE TABLE**

Get information on what we offer at the Job Connection Center and meet the JCC Navigator.

**APPLICATION TIPS**

Learn how to properly complete a job application and some job search tips.

**WORKSHOP: POSITIVE MENTAL ATTITUDE**

Discuss the importance of having a positive attitude and how it impacts job search and employment.

**BASIC COMPUTER SKILLS**

Access tutorials from GCF Global.

**INTRO TO GMAIL**

Set up your own Gmail account and learn how to communicate professionally.

**INTERVIEW SKILLS**

Discuss the Do's Don'ts of interviewing.

**DRESS FOR SUCCESS**

Learn about appropriate interview attire.