

# Looking for a Competitive Edge over other Candidates?

Now Enrolling!!

**Citywide Training & Development**, part of the City of Columbus Department of Human Resources **has several training classes that can help** you gain the competitive edge over other candidates while looking for a job!

All class are **FREE** and **Open to the Public!**

## Goal Setting for Your Career & Job Searching Techniques

This session is designed to help participants set appropriate and realistic goals for his/her desired career. Then, after goals have been solidified, participants will be walked through job searching techniques that have proven successful for many candidates. This course requires work on a computer and internet. Participants must have basic computer knowledge prior to this class.

**Date:** February 23, 2016

**Time:** 8:00am – 12:00pm

**Session#:** 4223



## Getting to Know You – MBTI for Your Career Choice(s)

This course uses the Myers Briggs Type Indicator (MBTI) Assessment as a tool to help explore the individuality of each participant. After some intense self-discovery, the course then explores careers that are best suited for each personality type.

**Date:** March 1, 2016

**Time:** 8:00am – 12:00pm

**Session#:** 4224

## Vital Components of a Powerful Resume

This course uses the Myers Briggs Type This course will help participants examine necessary components of powerful resumes. Topics that will be reviewed include Summary of Qualifications vs. Objectives; Accomplishments; Work History and many more. Participants will also review various types of resumes, including Chronological, Functional, Combination or Targeted. This session will provide opportunities to create each of these sections to compile at a later time for a powerful resume.

**Date:** March 8, 2016

**Time:** 8:00am – 12:00pm

**Session#:** 4225

## Developing a Powerful Resume

This is a working course where participants have the opportunity in the computer lab to work on developing a powerful resume with all of the vital components necessary. Participants must bring information from previous positions, desired jobs and a detailed list of their skills and accomplishments.

**Date:** March 15, 2016

**Time:** 8:00am – 12:00pm

**Session#:** 4226

Now Enrolling!!!

Now Enrolling!

## LinkedIn – What it is & How It Can Work for You

Beginner level workshop that walks users through the process of account set-up, alongside detailed explanation of various LinkedIn features, their purpose, and potential uses for those features. Additional topics include best practices of summary statements, app uses and integration, joining groups, and much more!

**Date:** March 22, 2016  
**Time:** 8:00am – 12:00pm  
**Session#:** 4227

## Mastering the Interview

The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should think about asking. They will discuss necessary preparation for second interviews, testing, and shadowing, as well as how to follow up on their interview sessions.

**Date:** March 29, 2016  
**Time:** 8:00am – 12:00pm  
**Session#:** 4228

Now Enrolling!



Citywide  
Training & Development

## Business Etiquette: More Than Just the Basics

Learn the fundamentals of business etiquette. Participants will explore how to build relationships, create a professional appearance, develop positive relationships with co-workers, and practice cubicle and office etiquette. In addition, the course examines appropriate behavior and etiquette when using the Internet, in daily communications, and in meetings. Also explored and discussed are how to handle ethical dilemmas and personal issues, become a good conversationalist, and be courteous when communicating.

**Date:** April 5, 2016  
**Time:** 8:00am – 12:00pm  
**Session#:** 4229

**All Courses are FREE and OPEN to the Public!** Share this information with your friends & family – Anyone who can benefit from these classes.

### Citywide Training & Development

Chester C. Christie Training Center

City of Columbus

1111 E. Broad St., Suite LL01

Columbus, OH 43205

Phone: 614-645-2851 Fax: 614-645-0466

Email: [CTD@Columbus.gov](mailto:CTD@Columbus.gov)

THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF  
HUMAN RESOURCES