Citywide Training & Development

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR
DEPARTMENT OF HUMAN RESOURCES

Citywide Training & Development presents – The Career Development Series

Become every employer's dream job candidate by defining, developing, becoming and presenting the best 'YOU' possible. Come participate in this seven (7) week training series and you will develop many necessary skills of what it takes to set yourself apart from others in the current job market. No matter what your job is or whether you are at the mid- or executive level of your career - there is something to learn. If you are currently looking for work due to being outplaced/outsourced, or if you are considering either a career move or continued upward mobility, the Career Development Training Series is for you.

Best of All – It's **Free** and Open to the Public!

Seats are filling fast on a first registered, first served basis. So, don't delay – REGISTER TODAY!

Dates: Every Thursday, October 23 – December 11
Time: 8:30am – 12:30pm** with optional PM sessions on select days.

Note: Participants may register for one or all of the classes in the series. To enroll in the entire series use session # 6200.

Morning Sessions: 8:30am – 12:30pm

Session #	Course Title	Date
3154	Career Aspirations: What to Do While You're Looking	Oct. 23
3155	Getting to Know YOU: Discover Your Personality Strengths & Opportunities	Oct. 30
3157	Getting Prepared for the Job Search	Nov. 6
3159	Resume Writing & Compiling Your Job Portfolio	Nov. 13
3161	LinkedIn: How it Can Work for You	Nov. 20
3163	Interviewing Skills/Mastering the Interview	Dec. 4
3165	Business Etiquette	Dec. 11

Separate registration is required for afternoon sessions. (Participants must attend the morning session in order to register for the afternoon session.)

Afternoon Sessions (optional): 1:30pm – 3:30pm

Session #	Course Title	Date
3156	*Getting to Know YOU session in the computer lab.	Oct. 30
3158	*Job Search session in the computer lab	Nov. 6
3160	*Resume Writing in the computer lab	Nov. 13
3162	*LinkedIn session in the computer lab	Nov. 20
3164	*Mock Interviews	Dec. 4

Course descriptions on the next page.

All classes held at CTD – 1111 E. Broad St., Suite LL01, Columbus, Ohio 43205

OPEN TO PUBLIC

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The Career Development Series

Career Aspirations – This course helps participants define career aspirations, develop career goals, create career strategies, identify personal preferences, and suggestions of what to do while looking for a job. **Oct 23**. Session #3154.

Getting to Know YOU – *Previously titled Moving from Job to Career.* The MBTI® (Myers-Briggs Type Indicator) instrument is designed to help participants understand his/her unique personality traits and the way they relate to others. Choosing a job or changing a career can be a major life transition - one that requires careful thought, planning, and work. If you are exploring new career options, you will need to ask yourself two questions: What do I want to do? And, how do I get there from here? Take this course to get answers to the questions you asked yourself while applying lessons learned from your MBTI results. **Oct. 30**. Session #3155. This course has an optional afternoon session from 1:30pm – 3:30pm, where participants will have time in the computer lab to research potential careers. *Registration is required for the afternoon session*. *Optional PM session #3156*.

Getting Prepared for the Job Search – While looking for work can be an exciting time, it can also involve fear and discomfort about change and the unknown. This workshop will help participants to discover effective job search techniques, along with an overview on filling out electronic applications; proper electronic communications and building your online brand. **Nov. 6.** Session #: 3157. This course has an optional afternoon session from 1:30pm – 3:30pm where participants will have time in the computer lab to research potential careers. *Registration is required for the afternoon session. Optional PM session #3158.*

Resume Writing & Compiling Your Job Portfolio – Do it right the first time. This training guides the participant through a systematic approach to developing and presenting effective, eye-catching resumes. An easy and structured formula will help participants excel at several different resume approaches, including chronological, work experience, and subject-related resumes. **Nov. 13**. Session #3159. This course has an optional afternoon session from 1:30pm – 3:30pm where participants will be able to get help with their resumes. *Registration is required for the afternoon session. Session #3160.*

LinkedIn – How it Can Work for You – This course will walk participants through the popular social media site, that's known for helping many people land their dream jobs! Participants will discover what to add to their profile, and what should be left off, including connection do's and don'ts. This is one course you don't want to miss. **Nov. 20.** Session #3161. This course has an optional afternoon session from 1:30pm – 3:30pm where participants will be able to get help with their profiles. *Registration is required for the afternoon session. Session #3162.*

Interviewing Skills / Mastering the Interview – Today's employers need to quickly identify the knowledge, skills and abilities candidates have to help them be successful on the job. As a candidate, your goal is to demonstrate and describe how your knowledge and experiences required for the job can benefit the employer. Discover tips for a successful interview, including talking points and questions to ask of potential employers. Different types of interviews will be explored including, panel, one-on-one, and lunch interviews. **Dec. 4**. Session #3163. This course has an optional afternoon session from 1:30pm – 3:30pm where participants will have mock interviews for practice. *Registration is required for the afternoon session. Session #3164.*

Business Etiquette – Do manners matter? You bet. When you don't use manners and common courtesy, it shows a lack of consideration & professionalism. People then make judgments about you regardless of your abilities. This course provides guidelines for common business etiquette, how to show respect for yourself and others, how to establish positive connections with anyone. Today's business environment will be explored, as well as social media and what it has to do with your brand. **Dec. 11**. Session #3165.

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Phone: 614-645-2851 Fax: 614-645-0466
CTD@Columbus.gov

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ENTERPRISE TRAINING PARTICIPANT INFORMATION (Required) Please print.

LAST NAME: _____ FIRST NAME: _____ M.I. _____

AGENCY/ORGANIZATION NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ Billing Attn to: _____

WORK FAX: _____ EMAIL: _____

CLASSES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS. REGISTRATION IS NOT COMPLETE UNTIL YOU RECEIVE A CONFIRMATION LETTER VIA EMAIL WITH A PARKING PASS. FAX YOUR COMPLETED REGISTRATION FORM TO 614-645-0466 (FAX) or email it to: CTD@columbus.gov.

COURSE SELECTION

Session number	COURSE TITLE	PRIMARY REASON FOR REQUESTING COURSE	COURSE DATE AND TIME	Cost
			TOTAL	

_____
Learning Participant's Signature (Required)

Enterprise customer type:
Please complete this section.

☐ Public ☐ COC employee family

COC Employee Name: _____

How did you hear about us?

Payment Information: All forms of payment must be submitted with the registration form. Now accepting all Visa, Mastercard, Discover, Checks & Money Orders, which must be made payable to the Columbus City Treasurer. Memo – Citywide Training. Once class registration is confirmed, payment is non-refundable. Please (√) the appropriate box for your form(s) of payment:

☐ Check ☐ Money Order ☐ Voucher ☐ Credit Card

Please indicate if any special needs are needed:

_____

AUTHORIZATION INFORMATION: (if applicable)
Supervisor's signature indicates knowledge that this registration form will be submitted to CTD for processing and certify/acknowledge that all information is true to the best of your knowledge.

_____
PRINT SUPERVISOR NAME

_____
SUPERVISOR SIGNATURE (if applicable)

_____
SUPERVISOR WORK EMAIL ADDRESS

_____/_____
SUPERVISOR WORK PHONE & FAX NUMBER