



Professional Development Workshop

Tuesday, March 13, 2012

9:00am to 4:00pm

Ross County Jobs One-Stop

150 East Second Street

Chillicothe, Ohio 45601



Limit of 25- Pre- Registration is Requested- Accounts & logins must be created to access the Ohio Career Information System (OCIS)

In Preparation for the

Annual Employment Expo

March 22, 2012

12-4pm

at Ohio University

Shoemaker Convocation Center

Neil Miller, Ross County Veterans Representative, 740.772.7595, jobsforvets@hotmail.com



Contact and For the Workshop



Registration

Theresa McAuliffe

Veterans Training & Employment Specialist

AMVETS Career Center

614.431.6990 x127

theresa.mcauliffe@amvetscareercenter.org

Marion Wangugi

Career Development Coordinator

Pickaway-Ross Career and Technology Center

740.642.1224

marion.wangugi@PickawayRoss.com

Fast Paced

Workshop Agenda

Interactive

8:30 – 9:00	Registration & Reception Create an OCIS account & login, professional email account if applicable
9:00 – 10:00	Workshop Overview Introductions: Facilitators, Workshop & Objectives, Career Planning
10:00 – 11:00	Career Interests- Know Yourself Identifying Personal, Skills, Values, Interests
11:00 – 11:30	Introduction to Ohio Career Information System Login & Portfolio Creation, Navigation, Matching Skills, Values, Interests to Occupations
11:30 – 12:20	Lunch Provided by Ross County Veterans Council Networking Opportunity-
12:20 – 1:00	Career Assessments- Know What You Love, Love What You Do Exploring Occupations
1:00 – 2:00	Career Planning- Know How To Get There Identifying Educational Opportunities
2:00 – 3:00	Getting Prepared Personal Branding, Social Media Tools, Building a Portfolio, Transferable Skills
3:00 – 4:00	Job Searching & Resume Writing Conducting Job Searches, Resume Formatting, Resume Writing