

Hyde Park Community United Methodist Church

JSFG Master Course Directory

JSFG offers relevant training that enables and enriches the job seeker. Instructors are experienced professionals offering valuable knowledge and insights for the job search process. Class schedules are posted on the JSFG web site Calendar of JSFG Events. Sign-up sheets are available at the weekly General Meetings. You can also register for a class by calling the JSFG office at 513-871-0320.

The dates, times and locations of classes are published in the JSFG Calendar of Events and is also provided on the sign-up sheets. For additional information, go to www.JSFG.com, click on [Contact Officers or Chairpersons](#) and send an email to the [Training Chair](#).

Course Title	Managing Emotions
Course Description	Participants will understand the emotional stages of a job search. Participants will learn methods to manage their emotions throughout the job search process; how activities affect their emotional state and develop an individual structure to help them manage their
Learning Objectives	When you complete this training session, you will be able to understand: <ul style="list-style-type: none">• Types of emotions during a job loss• Impact emotions have on a job loss• Dealing with emotions• Strategies in dealing with emotions• Tips on organizing the job search work week• considering becoming self-sufficient• Know what resources are available to help start your own business.
Course Duration	One to two hours
Cost	Free
Audience	Anyone in the job search process
Instructor BIO	Wes Archiable is an experienced JSFG instructor.

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Course Title	Marketing Tools
Course Description	This workshop will provide the tools and skills to conduct a successful job search. Covers resume development, cover letters, references and completing job applications
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Create resumes<ul style="list-style-type: none">○ Purpose of a resume○ Types of resumes○ Guidelines on writing resumes○ How to write results driven statements○ Resume samples• Manage references<ul style="list-style-type: none">○ How to select references○ What should a reference say○ When to provide references○ How to develop a list of references• Create cover letters<ul style="list-style-type: none">○ When to use cover letters○ Tips on how to write cover letters○ Cover letter format○ Cover letter power phrases○ Cover letter samples• Complete applications<ul style="list-style-type: none">○ Tips on completing applications○ How to use the generic application as a tool in the interviewing process.○ Understanding the value of the application
Course Duration	Two to three hours
Cost	Free
Audience	Anyone in the job search process
Instructor BIO	Wes Archiable is an experienced JSFG instructor.

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Course Title	Interviewing Skills
Course Description	This workshop will provide interviewing knowledge and skills from preparation to the closing of the interview
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Understanding the interview process• What employers look for in a candidate• The red flags of interviewing• How to conduct a telephone interview• Look your best in an interview• How to prepare for the interview• What to take to an interview• The importance of non-verbal communications during an interview• How to respond to behavioral questions• How to answer common interviewing questions• Administrative assistants are a part of the interviewing process• How to follow-up after the interview• What to do when the interview has ended <p style="text-align: center;">○</p>
Course Duration	Two to three hours
Cost	Free
Audience	Anyone in the job search process
Instructor BIO	Wes Archiable is an experienced JSFG instructor.

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Course Title	Job Search Strategies
Course Description	Understanding the different strategies to use when conducting the job search
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Networking<ul style="list-style-type: none">○ What is networking○ How to prepare for networking○ Understanding networking strategy○ Making the networking call○ What to say in a networking meeting• Employment ads<ul style="list-style-type: none">○ How to analyze an employment ad○ How to respond to an ad○ What to say in the cover letter○ Working with recruiters○ Understanding how a recruiter works○ Steps to take when working with the recruiter○ What to look for when using a recruiter• Using the internet<ul style="list-style-type: none">○ Advantages and disadvantages in using the internet○ Understanding the recruiter's process○ Steps in using the internet as a job search strategy
Course Duration	Two to three hours
Cost	Free
Audience	Anyone in the job search process
Instructor BIO	Wes Archiable is an experienced JSFG instructor.

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Course Title	Networking
Course Description	We've heard that networking is the best way to find that next opportunity. This session will teach us the how to's of Networking, and is an expanded piece of Wes' popular "Job Search Strategies" session.
Learning Objectives	<ul style="list-style-type: none">• The importance of networking• Planning network strategy• How to start networking• How to make the networking call• What to say in a networking meeting• How to follow up with networking contacts
Course Duration	1-2 hours
Cost	Free
Audience	Anyone in the job search process
Instructor BIO	Wes Archiable is an experienced JSFG instructor.

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Course Title	Alternative Careers in Franchise Ownership... It It Worth It \$\$\$?
Course Description	If you have a strong desire for independence, freedom and flexibility while building your net worth to secure your future, now is the time to consider Franchise Ownership.
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Describe what business you truly want• Explain how you will reduce your risk• Find help with your decision making process• Calculate your franchise costs and determine if you can afford it
Course Duration	One hour
Cost	Free
Audience	Anyone exploring career alternatives with an entrepreneurial spirit
Instructor BIO	Dick Munson spent 30+ years in the corporate world with The Goodyear Tire Company in various sales and management positions, his last 10 years as Director of Franchise Development for the eastern third of the US. Currently, Dick is the owner of Franchise Network – Southern Ohio and Northern Kentucky, for the past 10 years, giving him 20 years of franchise experience. Dick has been helping people in career transition by providing a blueprint for success on how to select the proper business opportunity by following our proven safe system.

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Course Title	Make Uncomfortable Emotions Work For You, Find the Gold
Course Description	Presenting your best to a potential employer or prospect can be anxious and awkward. Learn the easy way to turn anxiety and doubt into clarity and focus to present your optimum self in any situation.
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Know your anxiety before it becomes a roadblock to your objectives;• Create better connection with your prospective employers;• Present yourself with more confidence and ease;• Communicate more effectively what value you bring to the table;• Identify fear, anger and doubt and turn them into sources of direction and purpose.
Course Duration	One hour
Cost	Free
Audience	Anyone with any anxiety about any of the steps of the Job Creation Process: from powerful resume composition to effective networking and pro-active interviewing skills.
Instructor BIO	Himavat Ishaya is an Empowerment Coach and Teacher of a simple and powerful meditative technique. Himavat currently helps you to achieve clarity of purpose and understanding of your inner self to produce confidence in uncomfortable situations. People gain simple and powerful insights and easy-to-use tools to transform difficult challenges into refined solutions.

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Course Title	Face the Uncomfortable, Make it Work: Create your Next Job On Your Terms
Course Description	Learn and Make Use of Simple, Effective Tools To Help You Create Your Job in Alignment with What You Want, Here and Now
Learning Objectives	<p>When you complete this training session, you will be able to:</p> <ul style="list-style-type: none">• Reveal Where You Spend Your Energy Repressing Fears, Hurts, etc.• Learn To Make A Different Choice• Have Productive and Powerful Clarity of Goals, Mission, Vision, Purpose <p>Participants gain clarity of communication skills and the ability to create powerful support systems</p> <ul style="list-style-type: none">• Live and create more from the knowing of your ideal "you" and have tools to get more of what you truly want• Define existing boundaries, clarify personal and inter-personal issues and resolve conflicts in favor of the "win-win" scenario• Become more adept at accountability and closure skills.
Course Duration	Two hours
Cost	Free
Audience	Anyone interested in making their Job Creation Process Shorter and Easier
Instructor BIO	Himavat Ishaya is an Empowerment Coach and Teacher of a simple and powerful meditative technique. Himavat currently helps you to achieve clarity of purpose and understanding of your inner self to produce confidence in uncomfortable situations. People gain simple and powerful insights and easy-to-use tools to transform difficult challenges into refined solutions.

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Course Title	Mock Interviewing Workshop
Course Description	You'll receive study interviewing questions prior to the session. During the first 10-15 minutes, you'll have the opportunity to learn more about the "behavioral" interview and discuss any questions you have. Each participant will then pick a behavioral question to answer. After each response, you'll receive positive and constructive feedback from all. This will continue in round-robin fashion, so everyone has the opportunity to practice. In addition, time will be set aside during the last 30 minutes to answer any questions you have about the interviewing/recruiting process in general, e.g., resume development, cover letters, preparing for the interview, etc. <u>Please arrive early</u> , as you would for a professional interview. For the betterment of all participants please plan on staying throughout the entire session.
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Understand how to respond to "behavioral" type interviewing questions.• Remember to focus on utilizing the SAR principle... Situation / Action / Results• Be more confident in presenting yourself in a group or committee interviewing forum.• Become more informed of the do's and don'ts of interviewing.• Learn ways to make your resume more succinct to grab the reader's attention
Course Duration	Three hours
Cost	Free
Audience	Anyone that wants to improve their interviewing skills
Instructor BIO	Craig Cooper is a graduate of the JSFG. In expression of his gratitude to the JSFG, he looks forward to helping others transition to the next step in their career. In his previous career, Craig was a recruiting consultant, headhunter, and corporate and contract recruiter for a vast array of professional disciplines and industries. He has conducted many on-campus mock interviews at UC, Xavier University and WPAFB. Currently, Craig is a Self-employment Coach with The Entrepreneur's Source.

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Course Title	Exploring the Possibilities of Self-Sufficiency
Course Description	The majority of adults have had a dream of becoming self-employed at some in time in their life... yet most never achieve their dream. We'll discuss why that is the case, and help you determine if becoming self-sufficient may be right for you. We'll discover the pros/cons of different businesses, including franchising, starting a business from scratch, re-sales and starting proven, home-based "virtual" businesses.
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Understand a "best practices", proven process to use when considering becoming self-sufficient.• Understand the pros/cons of different businesses, including franchising, re-sales or starting proven, home-based "virtual" businesses.• Learn what components of starting a business will help you become more successful, and what pitfalls to avoid.• Know what resources and professionals are available to help guide you in starting your own business.
Course Duration	One hour
Cost	Free
Audience	Anyone who is interested in learning a "best practices" approach in determining whether becoming self-sufficient is right for them
Instructor BIO	Craig Cooper is a graduate of the JSFG, and will guide and encourage you to keep an open mind to discovering the possibilities of becoming self-sufficient. As a self-employment coach, Craig helps people discover new career options and achieve their dream of business ownership... from affordable, lucrative home-based "virtual" businesses to franchising. Previously, Craig had 20 years of professional recruiting experience in various disciplines and industries, in addition to having outplacement experience, assisting clients with career transitioning.

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Course Title	Library Tour
Course Description	Students will gain a working knowledge on the usage of the Library's internet search engines, strategies for researching a company, and how to use the section designed for conducting a job search.
Learning Objectives	When you complete this training session, you will be able to: <ul style="list-style-type: none">• Use library resources to assist with their job search
Course Location	<i>NOTE: This is a tour of the Main Library at 800 Vine St. / Cincinnati (assemble at the Business Department desk on the Second Floor)</i>
Course Duration	Two hours
Cost	Free
Audience	Anyone that wants to learn how to leverage library resources during their job search
Instructor BIO	John W. Graham, Department Manager Government & Business Department Public Library of Cincinnati & Hamilton County 800 Vine Street Cincinnati, OH 45202