

# CAREER TRANSITION CENTER

The Career Transition Center partners with local companies to help dislocated workers in the Dayton area in need of job search assistance. The Career Transition Center has partnered with a select group of local companies to offer help.

The Career Transition Center helps  
Dislocated Job Seekers  
help themselves

This is an exclusive opportunity for dislocated workers and your former co-workers to receive assistance.

Please contact the Career Transition Center to receive a tailor specialized program to fit many unique needs.

## Montgomery County CAREER TRANSITION CENTER

4257 Dryden Road Moraine, OH 45439  
.2 miles past the Moraine Municipal Building-  
Within Montgomery County Environmental Laboratory  
Phone: (937) 496-7397 or (937) 496-7398  
Fax: (937) 496-7399



Montgomery County

# CAREER TRANSITION CENTER



Downsize / Layoff Assistance

Rapid Re-Employment  
Activities

TEL: (937) 496-7397 / 496-7398  
[www.thejobcenter.org](http://www.thejobcenter.org)



Your County Government  
Working For You

# CAREER TRANSITION CENTER

The Career Transition Center works with dislocated workers, individuals that have been recently separated from their employer due to downsizing or layoffs.

The center contacts these select individuals and assists them with resources to find new employment.

The Career Transition Center Provides:

- ◆ Rapid Re-employment Activities
- ◆ Provides you with resources such as computers, fax machines, and office resources to help you conduct your job search
- ◆ Offers coaching and job search guidance on the job search process
- ◆ Offers information on local market and labor market conditions

To Help You:

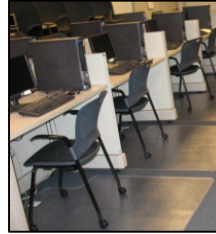
- ◆ Take the lead in your own self-directed job search
- ◆ Stay focused and pro-active
- ◆ Follow up on all relevant job leads
- ◆ Enhance your Career
- ◆ Link to various training funds

HOURS OF OPERATION:

Monday - Friday  
8:00 a.m. to 5:00 p.m.

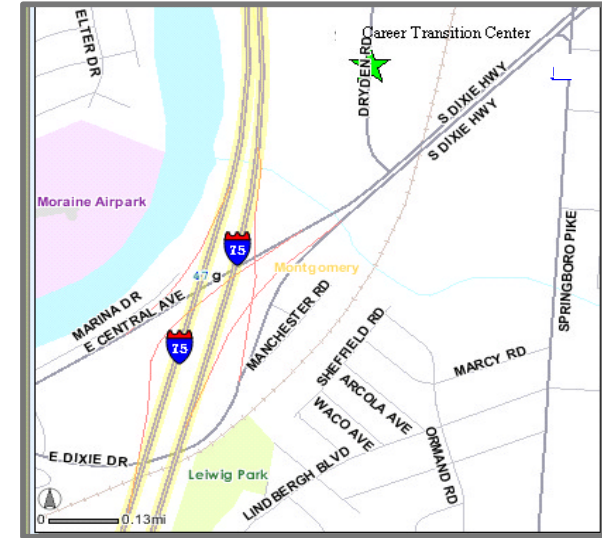
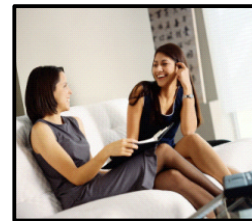
## RESOURCES:

- ◆ Multi-purpose computer lab
  - ⇒ 18 personal computers
  - ⇒ Access to all Microsoft Office products
  - ⇒ Internet-access for job searching
  - ⇒ Skill Training
  - ⇒ Skill Assessments
- ◆ Self-Help Resources Area
  - ⇒ Informative handouts, pamphlets and reference materials
- ◆ Phone bank
  - ⇒ Helps the Job Seeker follow up on resumes sent out to employers; complete phone interviews; do networking calls
- ◆ Free access to fax and copy machines
- ◆ List of available job openings
- ◆ Assistance with job search skills and job readiness



## EXCLUSIVE SERVICES:

- ◆ Seminars and Workshops on:
  - ⇒ Job Searching
  - ⇒ Resume Building
  - ⇒ Interviewing Skills
  - ⇒ Career Transitions
  - ⇒ Other Transition topics
- ◆ Networking Area
  - ⇒ A comfortable and relaxing environment where you can meet with peers to discuss your job search progress and share tips for future success



From South I-75: take the Dryden Road Exit (Exit 50A); turn right, the center will be located about 2.2 miles on your right, past the Moraine Government Center.

From North I-75: take the Dryden Road Exit (Exit 50A); merge onto Dryden Road. The center is located 2.2 miles on your right, past the Moraine Government Center.

## Montgomery County

### CAREER TRANSITION CENTER

4257 Dryden Road Moraine, OH 45439  
.2 miles past the Moraine Municipal Building-  
Within Montgomery County Environmental Laboratory  
Phone: (937) 496-7397 or (937) 496-7398  
Fax: (937) 496-7399

