

Monday	Tuesday	Wednesday	Thursday	Friday
				1 CORNELL Meet the Employer 1:00 – 3:00 p.m.
4 METRIX Overview 10:00 – 11:00 a.m.	5	6 Job Search Strategies for those with a Criminal Background 10:00 - 11:00 a.m.	7 Bridging the Gap Workshop 10:00 a.m. – 12 NOON	8
11	12	13	14 Professional Opportunity Developers 9:00 – 11:00 a.m.	15 Securitas Security Services Meet the Employer 10:00 – 11:00 a.m. ----- Disability Disclosure Workshop 1:00 – 2:00 p.m.
18	19 CLEANTEC Open Interviews 10:00 a.m. – 2:00 p.m.	20 METRIX Overview 1:00 – 2:00 p.m.	21 Older Worker Workshop 10:00 a.m. – 12 NOON Civil Service Workshop 10:00 – 11 a.m.	22 Job Fair Preparation 1:00 – 2:00 p.m.
25	26	27	28 Professional Opportunity Developers 9:00 – 11:00 a.m. ----- JOB FAIR HOTEL ITHACA 9 a.m. – 12 NOON	29 Conquering the Interview Workshop 9:00 – 11:00 a.m.

All workshops are offered at no cost to you and will be held at the Career Center unless otherwise indicated. However, space is limited and registration is required. Please call (607) 272-7570 ext.118, or register at the front desk. Tompkins Workforce is an Equal Opportunity Employer/Employment Service.

APRIL 2016 WORKSHOP DESCRIPTIONS

Cornell University Meet the Employer Session: Friday, April 1st from 1-3 p.m.

A Cornell Human Resources representative will discuss job search tips, application process and overall information about working at Cornell University.

Metrix E-Learning Information Sessions:

Monday, April 4th from 10-11 a.m. and Wednesday, April 20th from 1-2 p.m.

Metrix E-Learning is an online skills and job-related training program that contains over **6,000 Courses**.

Courses range in topics from accounting, leadership, healthcare, and computer programming, etc.

Once registered, customers have accounts with unlimited access for 90 days.

Please note: This workshop requires a mid-level competency with computers.

If you want to learn basic computer skills, please speak with a counselor at the Resource Desk.

Job Search Strategies for those with a Criminal Background: April 6th from 10-11:00 a.m.

Kathy Lind, Employment Specialist with the Criminal Justice Center, and Ramona Emery, Employment Counselor with the NYS Department of Labor will lead a discussion on navigating the job search process for individuals with a criminal background. This session is intended for jobseekers.

Bridging the Gap Workshop: Thursday, April 7th from 10-12 NOON

Thinking about going to school for a certificate or a degree? Are you thinking about training to improve skills or to learn a new skill? Do you need information on what's available locally, who to talk to and how to begin? The Bridging the Gap Workshop will cover what is available locally for training, degree programs, certificates, and funding sources. It will also cover local labor market information to help provide the guidance needed to make such a valuable career decision.

Professional Opportunity Developers Group Meetings:

Thursdays, April 14th and 28th from 9-11 a.m.

Network with people who previously held executive level or highly technical positions.

Securitas Security Services Meet the Employer: Friday, April 15th from 10-11 a.m.

Securitas Security Services will present information on their company and openings. Several Security Guard positions are currently available.

Disability Disclosure Workshop: Friday, April 15th from 1-2 p.m.

Talking to Employers about Disability: Legal & Practical Considerations

Attendees will learn what to consider as they make the decision on whether or not to disclose a disability to an employer.

Requesting reasonable accommodations and the resources available to identify potential accommodations will be discussed.

CLEANTEC Open Interviews: Tuesday, April 19th from 10 a.m. – 2 p.m.

Cleantec is seeking part time cleaners to work 2nd shift in Ithaca and the surrounding areas. They offer set schedules, paid training, competitive pay, and advancement opportunities. Interviews will be offered on a first come - first served basis. Come to Tompkins Workforce NY on April 19th and you will be interviewed!

Job Search Tips for Older Workers: Thursday, April 21st from 10-12 NOON

Is age discrimination real? Have you ever been called "over qualified"? Are older adults being stereotyped? Discuss these topics and more in a forum for job seekers who are considered "older." Topics will include myths about the older worker, changes in job search methods, realities of the current job market, and ways to deal with them.

Civil Service Workshop: Thursday, April 21st from 10-11 a.m.

Learn how to look up exam and vacancy information for various forms of government. Will look at the application process and provide an understanding of navigating the process.

Job Fair Preparation: Friday, April 22nd from 1-2 p.m.

This workshop is appropriate for individuals whom have never attended a job fair. We will review what job fairs are all about, the process and how to present your skills to employers.

Conquering the Interview Workshop: Friday, April 29th from 9-11 a.m.

Preparing for your job interview can be a challenge. This course will help you to overcome this challenge by teaching you how to: research and prepare prior to an interview, what to expect during an interview, how to follow up after an interview, and how to avoid common problems.

