

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1 Civil Service Workshop</b> 10:00 – 11 a.m. ----- Going Back to School? <b>BEAM</b> Program Overview 1:30 - 2:30 p.m.	<b>2 Challenge Workforce Solutions Open Interviews</b>  2:00- 4:00 p.m.	<b>3</b>	<b>4 Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	<b>5 CORNELL Meet the Employer</b>  1:00- 2:30 p.m.
<b>8</b>	<b>9 Bridging the Gap Workshop</b> 10:00 a.m. – 12 NOON	<b>10</b>	<b>11 METRIX Overview</b>  10:00- 11:00 a.m.	<b>12 Walmart Meet the Employer Session</b>  10:00- 11:00 a.m.
<b>15</b>	<b>16</b>	<b>17</b>	<b>18 Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	
<b>22</b>	<b>23 Conquering the Interview Workshop</b> 1:00- 3:00 p.m.	<b>24 METRIX Overview</b>  10:00- 11:00 a.m.	<b>25 Older Worker Workshop</b>  10:00 a.m. – 12 NOON	<b>26 TC3.BIZ Overview</b>  1:00- 2:00 p.m.
<b>29</b>	<b>30</b>	<b>31 Online Job Application Workshop</b> 1:15- 2:15 p.m. <b>H&amp;R Block Meet the Employer</b> 2:00- 3:00 p.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.*

## August 2016 WORKSHOP DESCRIPTIONS

### **Civil Service Workshop: Monday, August 1<sup>st</sup> from 10:00- 11:00 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.

### **BEAM Program Overview: Monday, August 1<sup>st</sup> from 1:30- 2:30 p.m.**

Thinking about going back to school? Learn about the new **BEAM Program**, which helps individuals, ages 19-30, return to college or post high school training. If you live in Tompkins County and tried going to college or a training program but found it wasn't a good fit, the **BEAM Program** may be the solution for you.

### **Challenge Workforce Open Interviews: Tuesday, August 2<sup>nd</sup> from 2:00- 4:00 p.m.**

**Professional Opportunity Developers Group Meetings: Thursdays, August 4<sup>th</sup> and 18<sup>th</sup> from 9:00- 11:00 a.m.** Network with people who previously held executive level or highly technical positions.

### **Cornell University Meet the Employer Session: Friday, August 5<sup>th</sup> from 1:00– 2:30 p.m.**

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

### **Bridging the Gap Workshop: Tuesday, August 9<sup>th</sup> from 10:00 a.m.- 12:00 p.m.**

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.

### **Metrix E-Learning Information Sessions: Thursday, August 11<sup>th</sup> from 10:00 – 11:00 a.m. and Wednesday, August 24<sup>th</sup> from 10:00- 11:00 a.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.**

### **Walmart Meet the Employer Session: Friday, August 12<sup>th</sup> from 10:00- 11:00 a.m.**

The Representative will give an overview of Walmart and their current openings.

### **Conquering the Interview Workshop: Tuesday, August 23<sup>rd</sup> from 1:00- 3:00 p.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.

### **TC3.BIZ Overview: Friday, August 26<sup>th</sup> from 1:00- 2:00 p.m.**

A representative from the college will speak about the registration process, the courses offered, and the funding that is available. Courses are offered at three locations (Dryden, Ithaca, Cortland) and online.

### **Job Search Tips for Older Workers: Thursday, August 25<sup>th</sup> from 10:00 a.m.- 12:00 p.m.**

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.

### **Online Job Application Workshop: Wednesday, August 31<sup>st</sup> from 1:15 – 2:15 p.m.**

Having trouble with online job application navigation and attaching your resume? This workshop will help you learn how to do these tasks and give some other useful tips for when you are applying for jobs online.

### **H&R Block Meet the Employer: Wednesday, August 31<sup>st</sup> from 2:00- 3:00 p.m.**

H&R Block is looking for employees for the upcoming tax season, and a representative will be at Tompkins Workforce NY. Positions currently open include: receptionist, tax professionals, and office manager. Most positions require the completion of the H&R Block Tax Knowledge Assessment or Income Tax Course. The courses are free; however, the (optional) books cost \$149. Individuals are encouraged to apply at: [www.hrblock.com/careers](http://www.hrblock.com/careers).