

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|--|---|
|  |  |  |  | 1 Office Closed  New Year's Day 2016 |
| 4 | 5 | 6 METRIX Overview 10:00 – 11:00 a.m. | 7 Professional Opportunity Developers 9:00 – 11:00 a.m. | 8 Cornell Meet the Employer Information Session 1:00 – 2:30 p.m. |
| 11 Civil Service Workshop 10:00 – 11 a.m. | 12 | 13 Bridging the Gap Workshop 10:00 a.m. – 12 NOON | 14 | 15 Wegmans Meet the Employer Information Session 10:00 – 11:30 a.m. |
| 18 Office Closed  Martin Luther King Day | 19 METRIX Overview 10:00 – 11:00 a.m. | 20 Older Worker Workshop 10:00 a.m. – 12 NOON | 21 Professional Opportunity Developers 9:00 – 11:00 a.m. | 22 Franziska Racker Center Meet the Employer Information Session 10:00 a.m. - 12 NOON |
| 25 | 26 Conquering the Interview Workshop 2:00 – 4:00 p.m. | 27 | 28 | 29 |

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.

JANUARY 2016 WORKSHOP DESCRIPTIONS

Metrix E-Learning Information Sessions:

Wednesday, January 6th, and Tuesday, January 19th, 10:00 -11:00 a.m.

Overview Sessions are on:

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.

Professional Opportunity Developers Group Meetings:

Thursdays, January 7th, and 21st, 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, January 8th, 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.

Civil Service Workshop: Monday, January 11th, 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.

Bridging the Gap Workshop: Wednesday, January 13th, 10:00 a.m. – 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.

Wegmans Meet the Employer Information Session: Friday, January 15th, 10:00 – 11:30 a.m.

At Wegmans Food Markets, Inc., we enjoy coming to work every day. We think you will, too. Here, you'll be surrounded by family of people who truly care about each other. It's no wonder Wegmans has been on the FORTUNE Magazine list of the "100 Best Companies to Work For®" since 1998.

Come meet a Wegmans Human Resource Representative, who will share their application process and the benefits of working at Wegmans. Build a career you'll love!

Job Search Tips for Older Workers: Wednesday, January 20th, 10:00 a.m. – 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.

Franziska Racker Center Meet the Employer Information Session:

Friday, January 22nd, 10:00 a.m. – 12 NOON

A representative from Franziska Racker Center will provide information on their organization and current openings. Employees at Franziska Racker Centers support people with disabilities and their families. There are currently over 100 jobs available. To learn more about their organization and review their openings go to: www.rackercenters.org

Conquering the Interview Workshop: Tuesday, January 26th, 2:00 – 4:00 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.

