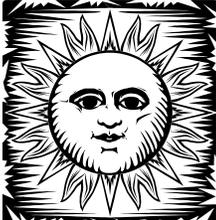




Visit us on the Web @  
[www.TompkinsWorkforceNY.org](http://www.TompkinsWorkforceNY.org)

8:30am – 4:30pm. Monday through Friday  
171 E. State St./Martin Luther King Jr. St. Center Ithaca, Suite 241, Ithaca, NY 14850  
Phone: (607) 272-7570 Ext. 118 TTY: (607) 272-3285, Fax: (607) 272-2835  
E-mail: [firststop@tompkins-co.org](mailto:firststop@tompkins-co.org)

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 <b>Professional Opportunity Developers Group Meeting</b> 9:00-11:00 a.m.	3	4 <b>4<sup>th</sup> of July</b>  <b>Office Closed</b> 
7	8	9 <b>Cover Letter Workshop</b> 10:00 – 11:00 a.m.	10 <b>Bridging the Gap Workshop</b> 10:00 a.m.-12 NOON	11 <b>Cornell Meet The Employer Session</b> 1:00-3:30 p.m.
14	15	16 <b>Conquering the Interview Workshop</b> 9:00 – 11:00 a.m.	17 <b>Professional Opportunity Developers Group Meeting</b> 9:00-11:00 a.m.	18 <b>EEOC Employer/Employee Workshops TCPL</b> 8:30-10:30 a.m. Employer 1:00-3:00 p.m. Employee
21 <b>Metrix Information Session</b> 10:00 – 11:00 a.m.	22	23	24 <b>Older Worker Workshop</b> 10:00-12:00 NOON	25
28	29	30 <b>Professional Opportunity Developers Group Meeting</b> 9:00-11:00 a.m.	31	

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

## JULY 2014 WORKSHOP DESCRIPTIONS

### **P.O.D. Professional Opportunity Developers:**

**Wednesday July 2nd, and 30<sup>th</sup>, and Thursday July 17<sup>th</sup>, 9:00 - 11:00 a.m.**

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

### **Cover Letter Workshop: Wednesday, July 9<sup>th</sup>, 10:00 – 11:00 a.m.**

Participants will learn do's and don'ts of writing cover letters.

Will discuss how to write effective cover letters.

### **Bridging the Gap Workshop About Education, Training, & Career Decisions:**

**Thursday, July 10<sup>th</sup>, 10:00 a.m. - 12 NOON**

Thinking about going to school for a certificate or 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.

### **Cornell University Meet the Employer Session: Friday, July 11th, 1:00 - 3:30 p.m.**

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

### **Conquering the Interview Workshop: Wednesday, July 16th, 9:00 - 11:00 a.m.**

Preparing for your job interview can be a challenge. This course will help you 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 avoiding common problems.

### **EEOC Employer and Employee Workshops:**

**Friday, July 18<sup>th</sup>, 8:30 a.m – 3:00 p.m., Tompkins County Public Library**

**Employer from 8:30 – 10:30 a.m.**

**Employee from 1:00 – 3:00 p.m.**

Challenge Workforce Solutions and Tompkins Workforce invite you to celebrate diversity in the workplace and the ADA, the largest civil rights law for individuals with disabilities. There will be two events, one for employers and one for individuals with disabilities provided by the EEOC. Time will be left to network and access disability and employment information at the resource table. Event will be held at the Library in the Borg Warner room. People are welcome to register for both events if they wish.

### **Metrix E-Learning Information Session: Monday, July 21<sup>st</sup>, 10:00 – 11:00 a.m.**

**Metrix** E-Learning is an online skill 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 to the counselor on the Resource Desk.**

### **Job Search Tips for Older Workers: Thursday, July 24<sup>th</sup>, 10:00 - 12:00 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.