

Monday	Tuesday	Wednesday	Thursday	Friday
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4  Office Closed	5	6 Civil Service Workshop 10:30 – 11:30 a.m.	7 Professional Opportunity Developers 9:00 – 11:00 a.m.	8 Going Back to School? BEAM Program Overview 11:00 a. m. -12:00 p.m.
11	12 Conquering the Interview Workshop 1:00 – 3:00 p.m.	13 Online Training Overview 10:00 – 11:30 a.m.	14	15
18	19	20	21 Professional Opportunity Developers 9:00 – 11:00 a.m.	22
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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.

JULY 2016 WORKSHOP DESCRIPTIONS

Civil Service Workshop:

Wednesday, July 6th from 10:30 – 11:30 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.

Professional Opportunity Developers Group Meetings:

Thursdays, July 7th and 21st from 9:00 – 11:00 a.m.

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

BEAM Program Overview:

Friday, July 8th from 11:00 a.m. – 12:00 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.

Conquering the Interview Workshop:

Tuesday, July 12th 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.

On-Line Training Overview:

Wednesday, July 13th from 10:00 – 11:30 a.m.

This workshop will provide an overview of free or no cost on-line learning programs such as: Metrixlearning.com, Lynda.com, score.org, life-global.org, tc3biz, ed2go.com and others. Learn about WIOA (Workforce Investment & Opportunity Act) funds which may be applied to fee-based programs to help increase your opportunities for employment.

