

8:30 a.m. – 4:30 p.m. 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@tom-pkins-co.org

Monday	Tuesday	Wednesday	Thursday	Friday
2	3  METRIX Overview 10:00 – 11:00 a.m.	4	5	6
9	10 Bridging the Gap Workshop 10:00 a.m. – 12 NOON	11 Office Closed  Veterans Day	12 Professional Opportunity Developers 9:00 – 11:00 a.m. ----- Open Interviews Cleantec 9:00 a.m. – 12:00 NOON	13
16 Civil Service Workshop 10:00 – 11 a.m.	17	18 Older Worker Workshop 10:00 a.m. – 12 NOON ----- Conquering the Interview Workshop 1:00 – 3:00 p.m.	19 METRIX Overview 10:00 a.m. – 11:00 a.m.	20 Ithaca College Meet The Employer Information Session 9:00 – 10:30 a.m.
23	24	25	26 Thanksgiving Day  Office Closed	27
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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.

View all New York State Career Center Events at: www.labor.ny.gov then Individuals/JobSeekers/Career Events

NOVEMBER 2015 WORKSHOP DESCRIPTIONS

Metrix E-Learning Information Sessions:

Tuesday, November 3rd, 10-11 a.m. and Thursday, November 19th, 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 180 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.

Bridging the Gap Workshop about Education, Training, & Career Decisions:

Tuesday, November 10th, 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.

***P.O.D.* - Professional Opportunity Developers: Thursday, November 12th, 9:00 – 11:00 a.m.**

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

Open Interviews with Cleantec: Thursday, November 12th, 9:00 – 12:00 NOON

Cleantec will be holding open interviews for available positions within the company. Come dressed for employment and ready to interview. If you need assistance preparing, ask a Tompkins Workforce Resource Specialist.

Civil Service Workshop: Monday, November 16th, 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.

Job Search Tips for Older Workers: Wednesday, November 18th, 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.

Conquering the Interview Workshop: Wednesday, November 18th, 1:00 – 3:00 p.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.

Ithaca College Meet the Employer Information Session: Friday, November 20th, 9:00 – 10:30 a.m.

Come meet an Ithaca College Human Resource Representative, who will share their application process and the benefits of working at Ithaca College.

