

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
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Monday	Tuesday	Wednesday	Thursday	Friday
3 Metrix Information Session 10:00 - 11:00 a.m.	4 	5 Professional Opportunity Developers 9:00 - 11:00 a.m.	6 	7 Cornell Meet the Employer Information Session 1:00 - 3:30 p.m.
10	11  Veterans Day Office Closed	12 Bridging the Gap Workshop 10:00 a.m. - Noon	13 Civil Service Workshop 10:00 - 11:00 a.m.	14 Combined Insurance Meet the Employer Information Session 10:30 – 12 Noon
17	18 Social Security Workshop 10:00 a.m. - Noon	19 Conquering the Interview Workshop 9:00 - 11:00 a.m. <hr/> Metrix Information Session 1:00 - 2:00 p.m.	20 Professional Opportunity Developers 9:00 - 11:00 a.m.	21 Binoptics Meet The Employer Information Session 1:00 – 3:00 p.m.
24 	25 Jobseekers With Disabilities Workshop 9:00 - 11:00 a.m.	26	27 Happy Thanksgiving!  Office Closed	28 Coming Soon! Stork H&E Turbo Blading Meet the Employer Session December 5th

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.

NOVEMBER 2014 WORKSHOP DESCRIPTIONS

Metrix E-Learning Information Sessions:

Monday, November 3rd, 10:00 - 11:00 a.m.; Wednesday, November 19th, 1:00 - 2:00 p.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.

Professional Opportunity Developers Group Meeting:

Wednesday, November 5th, 9:00 - 11:00 a.m.; Thursday, November 20th, 9:00 - 11:00 a.m.

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

Cornell University Meet the Employer Information Session: Friday, November 7th, 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.

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

Wednesday, November 12th, 10:00 a.m. - 12:00 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.

Civil Service Workshop: Thursday, November 13th, 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.

Combined Insurance Meet the Employer Information Session:

Friday, November 14th, 10:30 – 12:00 Noon

Combined Insurance will present information on their company and the positions they currently have available.

Social Security and Return to Work Workshop: Tuesday, November 18th, 10:00 - 12:00 Noon

Topics will be: 1) How benefits can be affected by paid employment, **2)** Health insurance and work, and **3)** Work Incentives for beneficiaries.

Conquering the Interview Workshop: Wednesday, November 19th, 9:00 - 11:00 a.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.

Binoptics Meet the Employer Information Session: Friday, November 21st, 1:00 – 3:00 p.m.

Binoptics Corporation manufactures laser components. Binoptics current products include lasers used in telecommunications and data warehouses. Binoptics currently has several positions available, from Fabrication Operator to Vice President of Development. Current openings and information on how to apply can be found on their website: www.binoptics.com

Jobseekers with Disabilities Workshop: Tuesday, November 25th, 9:00 - 11:00 a.m.

You will learn rights and responsibilities in the workplace related to the Americans with Disabilities Act, and the "Pros and "Cons" of disclosure. Information: Reasonable Accommodations, Works Incentives and resources to help you get back to work and/or to retain employment will be provided.