

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <b>METRIX Overview</b>  10:00 – 11:00 a.m.	5	6 <b>Professional Opportunity Developers- Rejuvenate Your Job Search</b> <u>9:00 – 11:00 a.m.</u> <b>Civil Service Workshop</b> 10:00 – 11:00 a.m.	7
10	11 <b>Tips for Job Hunters Over 50</b> 10:00 a.m. – 12:00 noon	12 <b>Job Search Basics for those with a Criminal Background</b>  9:00 – 10:00 a.m.	13 <b>Conquering the Interview Workshop</b>  9:00 – 11:00 a.m.	14 <b>Cornell Meet the Employer</b>  1:00 – 2:30 p.m.
17	18 <b>Bridging the Gap</b> <u>9:00 – 11:00 a.m.</u> <b>Longview Open Interviews</b> 9:00 – 11:30 a.m.	19	20 <b>Professional Opportunity Developers – Storytelling as a Job Search Tool</b> 9:00 – 11:00 a.m.	21
24 <b>Job Fair Preparation Workshop</b>  1:00 – 2:30 p.m.	25	26 <b>METRIX Overview</b>  1:00 – 2:00 p.m.	27	28



*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.*

## APRIL 2017 WORKSHOP DESCRIPTIONS

**Metrix E-Learning Information Sessions: Monday, April 4<sup>th</sup> from 10:00 – 11:00 a.m. and Wednesday, April 26<sup>th</sup> from 1:00 – 2:00 p.m.** Metrix E-Learning is an online skills and job-related training program that contains over **20,000 courses and assessments**. Courses range in topics from accounting, leadership, healthcare, and computer programming, etc. Once registered, customers have accounts with unlimited access for 6 months. **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.**

**Civil Service Workshop: Thursday, April 6<sup>th</sup> from 10:00 – 11:00 a.m.**

Learn how to look up exam and vacancy information for various forms of government. We'll look at the application process and provide an understanding of navigating the process.

**Professional Opportunity Developers Group Meetings:** Network with people who previously held executive level or highly technical positions. **Thursday, April 6<sup>th</sup> 9-11am “Rejuvenate Your Job Search”** w/ Jackie Mouillesseaux-Grube. Do you describe yourself as an older job seeker? Has your job search lasted longer than you expected? Have you given up on finding a job? Learn new strategies for finding the job that fits you, behaviors that get you hired and ways to reenergize your approach! **Thursday, April 20<sup>th</sup>, 9-11am: “Storytelling as a Job Search Tool”** w/ Derek Chase -The most successful job seekers know that landing a job is not based solely on what you have done. Your ability to convey what you have done to others is just as important. One of the best ways to convey info is through Story Telling.

**Tips for Job Hunters Over 50: Tuesday, April 11<sup>th</sup> from 10:00 a.m. – 12:00 p.m.**

Mature Workers face challenges in the job search market, such as age discrimination. Have you ever been called “over qualified”? Do you feel you've been stereotyped? Discussion topics include myths / stereotypes about older workers, ways to overcome them, and changes in job search methods and materials.

**Job Search Basics for those with a Criminal Background: Wednesday, April 12<sup>th</sup> from 9:00- 10:00 a.m.** This workshop will cover the rights and responsibilities of those with a criminal conviction when applying for a job. We will address some of these questions: What should I know before I apply? What should I do to be job ready? What should I say during the interview?

**Conquering the Interview Workshop: Thursday, April 13<sup>th</sup> from 9:00 – 11:00 a.m.** Preparing for your job interview can be a challenge. This workshop will teach you: what to expect during, how to research and prepare prior, how to follow up after, and how to avoid common problems during an interview.

**Cornell University Meet the Employer Session: Friday, April 14<sup>th</sup> from 1:00 – 2:30 p.m.**

A CU Human Resources representative will discuss job search tips, application process and general info about working at Cornell University.

**Bridging the Gap Workshop: Tuesday, April 18<sup>th</sup> from 9:00 – 11:00 a.m.**

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.

**Longview Open Interviews: Tuesday, April 18<sup>th</sup> from 9:00 – 11:30 a.m.**

A representative from Longview will be interviewing candidates for Resident Care Aides. Longview is a residential senior retirement community. Job seekers with a completed application will be interviewed on a first come, first served basis. Applications are available at Tompkins Workforce New York and online at: <http://www.ithacacarelongview.com/careers-at-longview.html>

**Job Fair Preparation Workshop: Monday, April 24<sup>th</sup> from 1:00 – 2:30 p.m.**

This workshop is appropriate for individuals who have never attended a job fair. We will review the process of attending a job fair and discuss how to present your skills to employers. There will be staff on hand to answer questions you may have regarding job search challenges, such as disability or criminal background, and deciding whether or not to disclose this to a potential employer.