



Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Civil Service Workshop 10:00 – 11:00 a.m.	3 BEAM Program Overview 2:30 – 3:30 p.m.	4 Cornell Meet the Employer 1:00 – 2:30 p.m.
7	8	9	10 Professional Opportunity Developers: Transferable Skills 9:00 – 11:00 a.m.	11
14	15	16	17 Tips for Job Hunters Age 50 and Over 10:00 a.m. – noon	18 H&R Block Open Interviews 10:00 a.m. – noon
21	22	23 Conquering the Interview Workshop 9:00 – 11:00 a.m.	24 Professional Opportunity Developers: Rejuvenate Your Job Search 9:00 – 11:00 a.m.	25
28	29	30	31	

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.

AUGUST 2017 WORKSHOP DESCRIPTIONS

Civil Service Workshop: Wednesday, August 2nd 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.

BEAM Program Overview: Thursday, August 3rd from 2:30 – 3:30 p.m.

Thinking about going back to school? Learn about the new **BEAM Program**, which helps individuals aged 19 and over 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.

Cornell University Meet the Employer Session: Friday, August 4th 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.

Professional Opportunity Developers Group Meetings: Network with people who previously held executive level or highly technical positions. **Thursday, August 10th from 9:00 – 11:00 a.m.:**

Transferable Skills, facilitated by Derek Chase. Are you looking to change fields? Are you not seeing jobs that fit your skills? Join us for a discussion to learn how to identify the skills you have that employers are looking for. **Thursday, August 24th from 9:00 – 11:00 a.m.:** **Rejuvenate Your Job Search**, facilitated by Jackie Mouillesseaux-Grube. Has your job search lasted longer than expected? Have you given up on finding a job? Learn new strategies for finding the job that fits you. Identify behaviors that get you hired and reenergize your approach.

H&R Block Open Interviews: Friday, August 18th from 10:00 a.m. – 12:00 p.m. H&R Block is looking to hire individuals for the upcoming tax season. H&R Block representatives will be interviewing for: Receptionists, Tax Professionals, and an Office Manager. Interviews are available on a first-come, first-served basis. The Tax Professional positions will require the completion of an income tax course (FREE!) provided by H&R Block. This course starts in September. To sign up for the event, please call Tompkins Workforce NY at 272-7570, ext. 118.

Tips for Job Hunters Age 50 and Over: Thursday, August 17th 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.

Conquering the Interview Workshop: Wednesday, August 23rd from 1:00 – 3:00 p.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.

