


Monday	Tuesday	Wednesday	Thursday	Friday
				1 Cornell Meet the Employer 1:00 - 2:30 p.m.
4	5	6 Open Computer Lab 1:30 – 2:30 p.m.	7	8
11 Open Computer Lab 1:00 – 2:00 p.m.	12	13 METRIX Overview 10:00 – 11:00 a.m.	14 Professional Opportunity Developers: Current Trends in Job Searching 9:00 – 11:00 a.m.	15
18 Open Computer Lab 3:00 – 4:00 p.m.	19	20 Civil Service Workshop 10:00 – 11:00 a.m.	21	22
25 Office Closed	26	27	28 Tips for Job Hunters Over 50 10:00a.m. - Noon	29

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.

December 2017 WORKSHOP DESCRIPTIONS

Cornell University Meet the Employer: Fri., December 1st from 1:00-2:30 p.m.

A Cornell University Human Resources representative will discuss job search tips, application process and overall information about working at the university.

Professional Opportunity Developers Group Meetings: Current Trends in Job Searching - Thursday, December 14th from 9:00–11:00 a.m. Join our staff and your professional peers to discuss new trends that may impact your job search as you move forward. Staff will share current news articles and invite discussion amongst participants.

Metrix E-Learning Information Sessions: Wed., December 13th from 10:00-11:00 a.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.

Open Computer Lab: Wed., December 6th from 1:30–2:30 p.m., Mon., December 11th from 1:00-2:00 p.m. or Mon., December 18th from 3:00-4:00 p.m. "Need help completing an online application? Attaching a resume from your flash drive? Or even completing an online job search? Sign up for an Open Computer Lab hour to receive individual computer support."

Civil Service Workshop: Wed., December 20th from 10:00-11:00 a.m.

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

Tips for Job Hunters Over 50: Thurs., December 28th from 10:00 a.m.–Noon. Mature Workers face challenges in the job search market, such as age discrimination. Have you ever been called "over qualified"? Do you feel you are being stereotyped? Discussion topics will include myths and stereotypes about the older worker, ways to overcome them and changes in job search methods and materials.

**Happy
Holidays**