



*Partners Working Together...
 Making Your Employment Connection
 For Today & Tomorrow*

December 2018

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, Fax: (607) 272-2835

Monday	Tuesday	Wednesday	Thursday	Friday
3 Crafting Your 60-Second Pitch Workshop 1:00 – 2:30 pm	4 Metrix Overview 9:00 – 10:00 am	5 	6	7 No-Fear Cover Letters 9:00 – 10:30 am
10 Civil Service Workshop 10:00 – 11:00 am	11 	12 Resume Review Workshop 9:00 – 10:30 am	13 Workforce Forum *See Back for Topic 9:00 – 11:00 am	14 Coping with Stress During the Job Search 1:00 – 2:00 pm Cornell Meet the Employer 1:00 – 2:30 pm
17 Metrix Overview 9:00 – 10:00 am	18 Conquering the Interview Workshop 1:00 – 3:00 pm	19 Jump Start Your Job Search Strategy 9:00 – 10:30 am	20 Tips for Job Hunters Age 50 and Over Workshop 10:00 am – 12:00 pm	21 Job Fairs and Open Interviews 9:00 – 10:30 am
24 	25 HOLIDAY OFFICE CLOSED	26 SSA Work Incentives Webinar 3:00 – 4:30 pm	27 Workforce Forum *See Back for Topic 2:00 – 4:00 pm	28 Social Networking 1:00 – 2:30 pm
31	Jan. 1, 2019 HOLIDAY OFFICE CLOSED	2	3 	4 No-Fear Cover Letters 9:00 – 10:30 am

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 2018 WORKSHOP DESCRIPTIONS

Crafting Your 60-Second Pitch Workshop: **Monday, December 3rd, from 1:00 – 2:30 pm** Are you unsure what to say when the first question in an interview is: "So, tell us about yourself!" How do you really introduce yourself to an employer? In this workshop, you will learn about the 60-Second Pitch, how to use it and begin creating and practicing your very own!

Metrix Overview: **Tuesday, December 4th and Monday, December 17th, from 9:00 – 10:00 am** Metrix is an online skills and job-related training program that contains over 24,000 courses. Courses range in topics covering accounting, leadership, healthcare, computer programming, and more. Once registered, customers have accounts with unlimited access for 6 months. **Please Note: This workshop requires a mid-level competency with computers**

Cornell University Meet the Employer Session: **Friday, December 14th, from 1:00 – 2:30 pm** A Human Resources representative will discuss job search tips, the application process, and general information about working at Cornell University

No-Fear Cover Letters: **Friday, December 7th and January 4th, from 9:00 – 10:30 am** This workshop will cover the basics of writing a cover letter as well as suggestions for making it stand out and fun to write. Feel free to bring one you have written for a quick critique from peers and staff

Civil Service Workshop: **Monday, December 10th, from 10:00 - 11:00 am** 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

Resume Review Workshop: **Wednesday, December 12th, from 9:00 – 10:30 am** RESUME PEER REVIEW. Bring a paper copy of your finished resume to be reviewed by your peers and staff. You'll be amazed at all the positive suggestions you'll leave with! Please bring 1 paper copy of your resume

Workforce Forum: **Thursday, December 13th, from 9:00 – 11:00 am** *Topic: Understanding Your Internet Footprint as a Jobseeker* and **Thursday, December 27th, from 2:00 – 4:00 pm** *Topic: Strategies for Being an Informed Candidate* Come and join in a discussion with local area jobseekers, your professional peers, and DOL Staff to discuss new trends impacting your job search, barriers to employment, and related topics. This presents an opportunity for networking, feedback, and a chance to learn from each other's experiences in an informal dynamic group setting. Typically, a focus point or topic will be presented and the discussion will evolve from there

Coping with Stress During the Job Search: **Friday, December 14th, from 1:00 – 2:00 pm** Regardless of experience, compensation level or industry, most job seekers experience some form of stress during their search. As a matter of fact, stress hinders interviewing performance, negotiation ability and when it gets to a certain point, can result in you wanting to postpone and give up on the job search process altogether. This workshop will help you turn the negatives into positives, utilizing the accessible tools needed to get you within reach of potential employers

Conquering the Interview Workshop: **Tuesday, December 18th, from 1:00 – 3:00 pm** 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

Jump Start Your Job Search Strategy: **Wednesday, December 19th, from 9:00 – 10:30 am** Looking for a new job can be overwhelming. Come learn about current tools available to help organize and conduct an effective job search; the basics of how and where to look for a job will be included. We will also acquaint you with the many resources available through our office to help you in your job search

Tips for Job Hunters Over 50: **Thursday, December 20th, from 10:00 am – 12:00 pm** 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

Job Fairs and Open Interviews: **Friday, December 21st, from 9:00 – 10:30 am** Planning to attend a job fair or open interview? Do you want to use your time efficiently, make a great first impression, and exude confidence? Attending this workshop will assist you in: preparing all of your materials and dress, focusing on target companies, strategically planning your schedule, optimizing your face time, and following up

SSA Work Incentives Webinar: **Wednesday, December 26th, from 3:00 – 4:30 pm** For people who are age 18 through 64 and receive Social Security Disability benefits, Work Incentives Seminar Event (WISE) webinars can help you and your family members learn about the Ticket to Work Program and available Work Incentives through accessible learning opportunities. Topics are announced 2 weeks in advance

Social Networking: **Friday, December 28th, from 1:00 – 2:30 pm** You will learn how to take advantage of social networking sites such as LinkedIn, Facebook, and Twitter in your job search. This workshop provides general guidance on building a presentable profile and presence