



Monday	Tuesday	Wednesday	Thursday	Friday
			1 Open Computer Lab 10:30 – 11:30 a.m.	2 CORNELL Meet the Employer 1:00 – 2:30 p.m. <hr/> Tips for Job Seekers with a Criminal Background 9:00 – 10:00 a.m.
5	6	7 METRIX Overview 10:00 – 11:00 a.m.	8 Professional Opportunity Developers (See Back) 9:00 – 11:00 a.m. <hr/> People Ready 12:00 – 3:00 p.m. (See Back)	9
12	13	14 	15	16
19 Office Closed President's Day 	20	21	22 Professional Opportunity Developers (See Back) 9:00 – 11:00 a.m.	23
26 Civil Service Workshop 10:00 – 11:00 a.m.	27 Conquering the Interview Workshop 10:00 a.m. - Noon	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.

FEBRUARY 2018 WORKSHOP DESCRIPTIONS

Open Computer Lab: Thursday, February 1st from 10:30 – 11:30 a.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 Labor hour to receive individual computer support.

Cornell University Meet the Employer Session: Friday, February 2nd from 1:00 – 2:30 p.m. A Cornell Human Resources representative will discuss job search tips, application process and overall information about working at Cornell University.

Tips for Job Seekers with a Criminal Background: Friday, February 2nd from 9:00 – 10:00 a.m. Join us for a small group discussion on getting ready for your job search (limited to job seeking customers only.)

Metrix E-Learning Information Sessions: Wednesday, February 7th from 10:00 – 11:00 a.m. Metrix E-Learning is an online skills and job-related training program that contains over **24,000 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.

People Ready: Thursday, February 8th from 12:00 – 3:00 p.m. Traffic Control Technicians/Flaggers - \$12.00/hr; Will Train and Certify at no cost. Utility company in Ithaca has need for several flaggers. Must be capable of standing for long periods. Must have own transportation for travel to differing job sites throughout the day. Mileage paid. (53.5 cents per mile) Start time is 7am Monday – Friday. Daily hours vary. These are long-term steady positions. Certification card is valid for four years. Call People Ready at 585-393-9250 to set up an appointment.

Professional Opportunity Developers Group Meetings – Current Trends in Job Searching: Thursdays, February 8th and 22nd 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.

Civil Service Workshop: Monday, February 26th from 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 websites.

Conquering the Interview Workshop: Tuesday, February 27th from 10:00 a.m. - Noon Preparing for your job interview can be a challenge. This workshop will help you to overcome this challenge by explaining what to expect during an interview, and how to research and prepare prior to an interview, follow up after an interview, and avoid common problems.