

Space may be limited; please call ahead to reserve your seat!

| Monday | Tuesday | Wednesday | Thursday | Friday |
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|  | | | | 1 No-Fear Cover Letters 9:00 – 10:30 am |
| 4 Employment & Training Workshop 10:00 am – 12:00 pm | 5 Job Fairs and Open Interviews 9:00 – 10:30 am Conquering the Interview Workshop 1:00 – 3:00 pm | 6 | 7 Crafting Your 60-Second Pitch Workshop 9:00 – 10:30 am Workforce Forum *See Back for Topic 2:00 – 4:00 pm | 8 |
| 11 Metrix Overview 10:00 – 11:00 am | 12 | 13 Civil Service Workshop 1:00 – 2:00 pm | 14  | 15 Jump Start Your Job Search Strategy 9:00 – 10:30 am |
| 18 Office Closed President's Day  | 19 Resume Review Workshop 9:00 – 11:00 am | 20 | 21 Workforce Forum *See Back for Topic 9:00 – 11:00 am | 22 |
| 25 Metrix Overview 10:00 – 11:00 am | 26 Employment & Training Workshop 10:00 am – 12:00 pm | 27 Tips for Job Hunters Over 50 10:00 am – 12:00 pm | 28 Social Networking 9:00 – 10:30 am Understanding Your Internet Presence 2:00 – 3:30 pm | March 1 Jump Start Your Job Search Strategy 9:00 – 10:30 am |

February 2019 WORKSHOP DESCRIPTIONS

No-Fear Cover Letters: Friday, February 1st, 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

Employment & Training Workshop: Monday, February 4th, 10:00 am – 12:00 pm or Tuesday, February 26th, 10:00 am – 12:00 pm This orientation will cover the information needed to possibly obtain funding for training for eligible job seekers. If eligible, we have up to \$5,000 that we could put towards training in your lifetime. We will cover eligibility, training program information, and career research along with employment goals. Please bring a resume and valid identification card (ie.drivers license or photo id)

Conquering the Interview Workshop: Tuesday, February 5th, 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

Job Fairs and Open Interviews: Tuesday, February 5th, 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

Workforce Forum: Thursday, February 7th, 2:00 – 4:00 pm *Topic: First Impressions* and **Thursday, February 21st, 9:00 – 11:00 am** *Topic: Persuasive Cover Letters* Come and join in a discussion with local area job seekers, 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

Crafting Your 60-Second Pitch Workshop: Thursday, February 7th, 9:00 – 10:30 am 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: Monday, February 11th, 10:00 – 11:00 am or Monday, February 25th, 10:00 – 11:00 am Metrix is an online skill 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**

Civil Service Workshop: Wednesday, February 13th, 1:00 – 2:00 pm 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

Jump Start Your Job Search Strategy: Friday, February 15th, 9:00 – 10:30 am Looking for a new job can be overwhelming. Come to 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

Resume Review Workshop: Tuesday, February 19th, 9:00 – 11:00 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

Tips for Job Hunters Over 50: Wednesday, February 27th, 10:00 am – 12:00 pm Mature Workers face challenges in the job search market, such as age discrimination. Have you ever been called "overqualified"? 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

Understanding Your Internet Presence: Thursday, February 28th, 2:00 – 3:30 pm This workshop covers some topics relating to understanding your online presence and the potential negative and positive impacts it may have on your job search. This workshop assumes the attendee is familiar with the internet but may still be beneficial to less prolific internet users who wish to understand what types of information may exist about them online

Social Networking: Thursday, February 28th, 9:00 – 10:30 am At our Social Networking Workshop, you will learn how to take advantage of social networking sites such as LinkedIn, Facebook, and Twitter to help you in your job search. This workshop provides general guidance on building a presentable profile and presence

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.

View all New York State Career Center Events at www.labor.ny.gov then Individuals/Job Seekers/Career Events