

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

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Office Closed  New Year's Day	2	3	4 No-Fear Cover Letters 9:00 – 10:30 am
7 Metrix Overview 9:30 – 10:30 am	8	9	10 Workforce Forum *See Back for Topic 9:00 – 11:00 am Civil Service Workshop 10:00 – 11:00 am	11 Coping with Stress During the Job Search 1:00 – 2:00 pm CORNELL Meet the Employer 1:00 – 2:30 pm
14	15 Resume Review Workshop 9:00 – 10:30 am	16	17	18 Jump Start Your Job Search Strategy 9:00 – 10:30 am
21 Office Closed  Martin Luther King Jr. Day	22 Social Networking 9:00 – 10:30 am	23 Metrix Overview 9:30 – 10:30 am SSA Work Incentives Webinar 3:00 – 4:30 pm	24 Workforce Forum *See Back for Topic 9:00 – 11:00 am	25 Crafting Your 60-Second Pitch Workshop 9:00 – 10:30 am
28	29 Job Fairs and Open Interviews 9:00 – 10:30 am	30	31 Understanding Your Online Presence 1:00 – 2:30 pm	February 1 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.

JANUARY 2019 WORKSHOP DESCRIPTIONS

No-Fear Cover Letters: Friday, January 4th and February 1st, 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

Cornell University Meet the Employer Session: Friday, January 11th, 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

Metrix Overview: Monday, January 7th and Wednesday, January 23rd, from 9:30 – 10:30 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**

Workforce Forum: Thursday, January 10th, from 9:00 – 11:00 am *Topic: Should You Accept a Position Below Your Skill Level?* and **Thursday, January 24th, from 9:00 – 11:00 am** *Topic: How to Answer Unusual Interview Questions*
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 **NO SIGN UP REQUIRED**

Civil Service Workshop: Thursday, January 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

Coping with Stress During the Job Search: Friday, January 11th, 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

Resume Review Workshop: Tuesday, January 15th, 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

Jump Start Your Job Search Strategy: Friday, January 18th, from 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

Social Networking: Tuesday, January 22nd, from 9:00 – 10:30 am 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

SSA Work Incentives Webinar: Wednesday, January 23rd, 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

Crafting Your 60-Second Pitch Workshop: Friday, January 25th, from 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!

Job Fairs and Open Interviews: Tuesday, January 29th, 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

Understanding Your Online Presence: Thursday, January 31st, from 1:00 – 2:30 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

