

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Cornell Meet the Employer 1:00 – 2:30 p.m.
5	6	7 Open Computer Lab 9:00 – 10:00 a.m. ----- Janitronics Inc. Open Interviews 1:00 – 3:00 p.m.	8 Professional Opportunity Developers (See Back) 9:00 – 11:00 a.m.	9
12 Cover Letter Workshop 1:00 – 2:00 p.m.	13	14	15	16 Tips for Job Hunters Over 50 10:00 a.m. – 12:00 noon
19	20	21 Civil Service Workshop 10:00 – 11:00 a.m.	22 Professional Opportunity Developers (See Back) 9:00 – 11:00 a.m.	23 
26	27	28	29 60-Second Pitch Workshop 9:00 – 11:00 a.m.	30 Job Fair Preparation Workshop 1:00 - 2:00 p.m.

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.

MARCH 2018 WORKSHOP DESCRIPTIONS

Cornell University Meet the Employer Session: Friday, March 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.

Open Computer Lab: Wednesday, March 7th from 9:00 – 10:00 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 Lab hour to receive individual computer support.

Janitronics Inc. Open Interviews: Wednesday, March 7th from 1:00 – 3:00 p.m. Please come to Tompkins Workforce NY, located in Suite 241 of the Center Ithaca Building on March 7th between the hours of 1:00 - 3:00 for an interview. To apply, contact the employer by telephone, or online: Ashley Begay 315.453.1070 or <http://www.janitronics.com>

Professional Opportunity Developers: Thursday, March 8th from 9:00 – 11:00 a.m. Current Trends in Job Searching: 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.

Professional Opportunity Developers: Thursday, March 22nd from 9:00 – 11:00 a.m. Held at the Tompkins County Public Library in the Borg Warner Room.

Tompkins Workforce New York and Alternatives' Business Cents program are co-sponsoring an **Entrepreneur Panel** entitled “**Financing a Business**”. This event will be free and open to the public, and people considering the process of developing a business will be invited to listen to and ask questions of the panelists.

The panel will consist of 4 speakers, who will share their experiences financing their businesses utilizing **crowdfunding, self-funding, loans and matching grants**. Panelists will provide a brief business bio, discuss which form(s) of financing they have utilized, pros and cons, why it was the right choice (or not) for their business, and one point of advice (what they wish they had known earlier in the process!).

Cover Letter Workshop: Monday, March 12th from 1:00 – 2:00 p.m. This workshop will cover the basics of writing a cover letter and tips and suggestions on making it stand out. Feel free to bring in one you have written for critique.

Tips for Job Hunters Over 50: Friday, March 16th from 10:00 a.m. – 12:00 p.m.

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 current changes in job search methods and materials.

Civil Service Workshop: Wednesday, March 21st from 10:00 – 11:00 a.m.

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

Crafting Your 60-Second Pitch: Thursday, March 29th from 9:00 – 11:00 a.m. 60-Second Pitches, Elevator Speeches and Introductions. Oh My! 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, participants will learn about the 60-Second Pitch, how to use it and begin creating and practicing one's very own!

Job Fair Preparation Workshop: Friday, March 30th from 1:00 – 2:00 p.m. This workshop is appropriate for individuals who have never attended a job fair. We will review the process of attending a job fair and discuss how to present your skills to employers. There will be staff on hand to answer questions you may have regarding job search challenges, such as disability or criminal background, and deciding whether or not to disclose this to a potential employer. This workshop will allow jobseekers to meet individually with staff that address barriers to employment:

For disability related questions- ACCES-VR Staff
Criminal convictions - Community Justice Center Staff