

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

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Jump Start Your Job Search Strategy 9:00 – 10:30 am
4 Metrix Overview 10:00 – 11:00 am	5 Resume Review Workshop 1:00 – 3:00 pm	6 Employment & Training Workshop 10:00 am – 12:00 pm	7 Workforce Forum *See Back for Topic 9:00 – 11:00 am	8 Job Fairs and Open Interviews 1:30 – 3:00 pm
11 Metrix Overview 10:00 – 11:00 am	12	13 No-Fear Cover Letters 1:30 – 3:00 pm	14	15 Crafting Your 60-Second Pitch Workshop 1:30 – 3:00 pm
18 Employment & Training Workshop 10:00 am – 12:00 pm	19	20 Tips for Job Hunters Over 50 10:00 am – 12:00 pm	21 Workforce Forum *See Back for Topic 2:00 – 4:00 pm Civil Service Workshop 2:30 – 3:30 pm	22
25 Understanding Your Online Presence 2:00 – 3:00 pm	26	27 WISE Choice! 3:00 – 4:30 pm	28	29 Social Networking 1:30 – 3:00 pm

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

WORKSHOP DESCRIPTIONS

Jump Start Your Job Search Strategy: Friday, March 1st, 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

Metrix Overview: Monday, March 4th, from 10:00 – 11:00 am or Monday, March 11th, from 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**

Resume Review Workshop: Tuesday, March 5th, from 1:00 – 3:00 pm 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

Employment & Training Workshop: Wed., March 6th, from 10:00 am – 12:00 pm or Monday, March 18th, from 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)**

Workforce Forum: Thursday, March 7th, from 9:00 – 11:00 am *Topic: Should You Accept a Position Below Your Skill Level?* and **Thursday, March 21st, from 2:00 – 4:00 pm** *Topic: Why Should I Hire You?* 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

Job Fairs and Open Interviews: Friday, March 8th, from 1:30 – 3:00 pm 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 your materials and dress, focusing on target companies, strategically planning your schedule, optimizing your face time, and following up

No-Fear Cover Letters: Wed., March 13th, from 1:30 – 3:00 pm 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

Crafting Your 60-Second Pitch Workshop: Friday, March 15th, from 1:30 – 3:00 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!

Tips for Job Hunters Over 50: Wed., March 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 "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

Civil Service Workshop: Thursday, March 21st, from 2:30 – 3:30 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

Understanding Your Online Presence: Monday, March 25th, from 2:00 – 3:00 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

WISE Choice!: Wed., March 27th, 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, March 29th, from 1:30 – 3:00 pm 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