

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| | 1 | 2 Open Computer Lab 1:30 – 2:30 p.m. | 3 Professional Opportunity Developers 9:00 – 11:00 a.m. | 4 Cornell Meet the Employer 1:00 – 2:30 p.m. |
| 7 METRIX Overview 1:00 – 2:00 p.m. | 8 | 9  | 10 | 11 |
| 14 | 15 Conquering the Interview Workshop 10:00 a.m. – Noon ----- Ithaca Renting Co. Meet the Employer 1:00 – 3:00 p.m. | 16 Making Your Resume on the Computer Workshop 1:00 – 3:00 p.m. | 17 Professional Opportunity Developers 9:00 – 11:00 a.m. | 18 |
| 21 | 22 | 23 METRIX Overview 10:00 – 11:00 a.m. ----- Civil Service Workshop 1:00 – 2:00 p.m. | 24 | 25 |
| 28 Memorial Day  Office Closed | 29 | 30 Tips for Job Hunters Over 50 10:00 a.m. – Noon | 31 YMCA of Ithaca and Tompkins County Meet the Employer 10:00 – 11:30 a.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.

MAY 2018 WORKSHOP DESCRIPTIONS

Open Computer Lab: Wednesday, May 2nd from 1:30 – 2:30 p.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.

Professional Opportunity Developers Group Meetings: Thursdays, May 3rd, 17th 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.

Cornell University Meet the Employer Session: Friday, May 4th 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, May 7th from 1:00 – 2:00 p.m. and Wed., May 23rd 10:00 – 11:00 a.m.

Metrix is an online skills and job-related training program that contains over 24,000 courses. 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.**

Conquering the Interview Workshop: Tuesday, May 15th 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.

Ithaca Renting Company – Tuesday, May 15th from 1:00 – 3:00 p.m.

A representative from Ithaca Renting Company will discuss current job opportunities and the application process. The business has various positions available and are looking to hire immediately.

Making Your Resume on the Computer Workshop: Wednesday, May 16th from 1:00 – 3:00 p.m.

For beginner to intermediate computer users (must be somewhat comfortable with using a mouse and a keyboard). Learn the tricks of making your resume when using a program like Microsoft Word or Google Docs. Want to make certain things pop? Want to learn how to edit without redoing the whole thing? Not sure how to save or email your document? Then this workshop is for you! *Please note, this is NOT a resume writing workshop. You are encouraged to bring your own resume to work on, but we will not be building resumes from scratch. If you do not have a resume yet, the workshop will provide examples with which you can practice, or schedule a 1-on-1 appointment with a counselor.*

Civil Service Workshop: Wednesday, May 23rd from 1:00 – 2:00 p.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.

Tips for Job Hunters Over 50, Wednesday, May 30th from 10:00 a.m. – Noon

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.

YMCA of Ithaca and Tompkins County Meet the Employer: Thursday, May 31st from 10:00 – 11:30 a.m.

Representatives will provide an overview of the mission and culture of the YMCA. They will highlight current job openings and skills, education and experience sought for each position. They will also discuss what they're looking for in resumes, cover letters and interviews. Attendees will have opportunities to ask questions as well. JOBS!! JOBS!! JOBS!! Outdoor Education Director, Welcome Center Front Desk Receptionist / Building Supervisor, Swim Instructors, Lifeguards, Camp Adventure Specialists, Camp Adventure Counselors (Some positions are year-round and others are seasonal) PLEASE RSVP to attend: Email Dawn Potter at: dawn.potter@labor.ny.gov OR call: 607-272-7570 x118.