

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Workforce Forum* 9:00 – 11:00 am	2 Cornell Meet the Employer 1:00 – 2:30 pm No-Fear Cover Letters 9:00 – 10:30 am
5 Metrix Overview 10:00 – 11:00 am	6	7	8 Resume Review Workshop 9:00 – 10:30 am	9 Coping with Stress During the Job Search 1:00 – 2:00 pm
12 Office Closed  Veterans Day	13	14	15 Workforce Forum* 2:00 – 4:00 pm	16 Crafting Your 60-Second Pitch Workshop 9:00 – 10:30 am
19 Metrix Overview 10:00 – 11:00 am	20 Social Networking 1:00 – 2:30 pm	21	22 Office Closed 	23
	27 Making the Most of Public Recruitments 9:00 – 10:30 am	28 Tips for Job Hunters Age 50 and Over Workshop 10:00 – 12:00 pm	29 Workforce Forum* 9:00 – 11:00 am Civil Service Workshop 10:00 – 11:00 am	30 Jump Start Your Job Search Strategy 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.

November 2018 Workshop Descriptions

Workforce Forum*: Thursday, November 1st and Thursday, November 29th, from 9:00 – 11:00 am, and Thursday, November 15th, from 2:00 – 4:00 pm 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 between participants. *Formerly Professional Opportunity Developers

Cornell University Meet the Employer Session: Friday, November 2nd, from 1:00 – 2:30 pm A CU Human Resources representative will discuss job search tips, application process and general info about working at Cornell University

No-Fear Cover Letters: Friday, November 2nd, 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

Metrix Overview: Monday, November 5th, from 10:00 – 11:00 am and Monday, November 19th, from 10:00 – 11:00 am Metrix is an online skills 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: Thursday, November 8th, 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*

Coping with Stress During the Job Search: Friday, November 9th, 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

Crafting Your 60-Second Pitch Workshop: Friday, November 16th, from 9:00 – 10:30 am 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 a business? In this workshop, participants will learn about the 60-Second Pitch, how to use it and begin creating and practicing their very own!

Social Networking: Tuesday, November 20th, from 1:00 – 2:30 pm Did you know that 80% of companies use social media to recruit? 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 session only provides general guidance on building a presentable profile and presence

Making the Most of Public Recruitments: Tuesday, November 27th, 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

Tips for Job Hunters Age 50 and Over Workshop: Wednesday, November 28th, 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 "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 changes in job search methods and materials

Civil Service Workshop: Thursday, November 29th, from 10:00 – 11:00 am 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

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