

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

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> <b>Civil Service Workshop</b> 10:00 – 11:00 am <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>4</b> <b>US Census Bureau</b> 1:00 – 4:00 pm	<b>5</b> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>6</b>	<b>7</b> <b>High School Equivalency</b> 9:00 am – 12:00 pm
<b>10</b> <b>Template Resumes 101</b> 1:30 – 3:00 pm <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>11</b>	<b>12</b> <b>Training Options</b> 9:00 – 11:00 am <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>13</b>	<b>14</b> <b>Cornell Meet the Employer</b> 1:00 – 2:30 pm <hr/> <b>High School Equivalency</b> 9:00 am – 12:00 pm
<b>17</b> <b>Training Options</b> 9:00 – 11:00 am <hr/> <b>How to Deal with Difficult Customers (SEE BACK)</b> <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>18</b>	<b>19</b> <b>Conquering the Interview Workshop</b> 10:00 am – 12:00 pm <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>20</b> <b>Resume Review Workshop</b> 1:00 – 3:00 pm	<b>21</b> <b>High School Equivalency</b> 9:00 am – 12:00 pm
<b>24</b> <b>Training Options</b> 9:00 – 11:00 am <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>25</b>	<b>26</b> <b>WISE Choice!</b> 3:00 – 4:30 pm <hr/> <b>High School Equivalency</b> 1:30 – 4:30 pm 5:00 – 8:00 pm	<b>27</b> <b>Tips for Job Hunters Over 50</b> 10:00 am – 12:00 pm	<b>28</b> <b>Best Way to Find a Job in 2019</b> 1:00 – 2:00 pm <hr/> <b>High School Equivalency</b> 9:00 am – 12:00 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](http://www.labor.ny.gov) then Individuals/Job Seekers/Career Events



## WORKSHOP DESCRIPTIONS

**TST BOCES High School Equivalency is held on Monday and Wednesdays, from 1:30 – 4:30 pm or 5:00 – 8:00 pm. Fridays, from 9:00 am – 12:00 pm is open to both groups if needed.**

As of January 2014, New York State has replaced the GED exam with the Test Assessing Secondary Completion (TASC) exam. After successful completion of the examination you will earn a New York State High School Equivalency (HSE) Diploma. TST BOCES also offers home study and online programs. **To register or learn more, please call BOCES (607) 257-1561**

**Civil Service Workshop: Monday, June 3<sup>rd</sup>, 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

**United States Census Bureau: Tuesday, June 4<sup>th</sup>, from 1:00 – 4:00 pm (first come, first served basis)**

The U.S. Census Bureau is now actively recruiting people to work on the 2020 Census

\* We are looking to recruit thousands of employees to work in the communities where they live

\* These are temporary, part-time or full-time positions

\* Hourly wage is \$17 an hour for Enumerator/Listener; Census Field Supervisors are at \$18.50 an hour

\* Mileage is reimbursed at \$0.58 per mile

\* No experience or educational requirement is necessary

\* The website to apply is: [2020census.gov/jobs](http://2020census.gov/jobs)

**Template Resumes 101: Monday, June 10<sup>th</sup>, from 1:30 – 3:00 pm**

Everyone should have a resume. Don't know where to start? Learn the important dos and don'ts of resume writing, when and why to use a chronological or functional resume, and how to turn your resume into a "sales brochure." Information about how to prepare cover letters will also be included

**Training Options: Wednesday, June 12<sup>th</sup>, Monday, June 17<sup>th</sup> or Monday, June 24<sup>th</sup>, from 9:00 – 11:00 am**

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)**

**Cornell University Meet the Employer Session: Friday, June 14<sup>th</sup>, from 1:00 – 2:30 pm**

A Human Resources representative will discuss job search tips, the application process, and general information about working at Cornell University

**How to Deal with Difficult Customers: Monday, June 17<sup>th</sup>, from 9:00 am – 12:00 pm**

To Be Held at: TC3 BIZ Extension Center, 118 N. Tioga St., Ithaca, NY 14850

Interactive classroom workshop with discussions, lecture, individual/group exercises, and skill practice. This program will enable participants to deliver superior levels of customer service to difficult customers in person, by telephone and in writing. This workshop will cover: dealing with prickly customers, making it all about the customer, the mechanics of excellent service experiences, how to defuse and de-escalate, as well as understanding and preventing snippy customer service

**Conquering the Interview Workshop: Wednesday, June 19<sup>th</sup>, from 10:00 am – 12:00 pm**

Preparing for your job interview can be a challenge. This workshop will help you to overcome this challenge by teaching you how to: research and prepare prior to an interview, what to expect during an interview, how to follow up after an interview, and how to avoid common problems

**Resume Review Workshop: Thursday, June 20<sup>th</sup>, 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

**WISE Choice!: Wednesday, June 26<sup>th</sup>, 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

**Tips for Job Hunters Over 50: Thursday, June 27<sup>th</sup>, 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

**Best Way to Find a Job in 2019: Friday, June 28<sup>th</sup>, from 1:00 – 2:00 pm**

Offer Job seekers with Top 5 strategies for getting a new job in 2019 using various methods available