


Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 H&R Block Open Interviews 10:00 a.m. – noon	5 Professional Opportunity Developers: Bridging the Gap 9:00 – 11:00 a.m. Civil Service Workshop 10:00 – 11:00 a.m.	6
9 Columbus Day Office Closed	10	11 Finger Lakes Residential Center Meet the Employer 9:30 – 10:30 a.m.	12	13
16	17	18 METRIX Overview 10:00 – 11:00 a.m.	19 Professional Opportunity Developers: Transferable Skills 9:00 – 11:00 a.m.	20
23	24 Crafting Your 60 Second Pitch 9:00 – 11:00 a.m.	25 Conquering the Interview Workshop 1:00 – 3:00 p.m.	26 Tips for Job Hunters Age 50 and Over 10:00 a.m. – noon	27
30	31			

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.

October 2017 WORKSHOP DESCRIPTIONS

H&R Block Open Interviews: Wednesday, October 4th from 10:00 a.m. – 12:00 p.m. H&R Block is looking to hire individuals for the upcoming tax season. H&R Block representatives will be interviewing for Tax Professionals. Interviews are available on a first-come, first-served basis. The Tax Professional positions will require the completion of an income tax course (FREE!) provided by H&R Block. This course starts October 9th. To sign up for the event, please call Tompkins Workforce NY at 272-7570, ext. 118.

Professional Opportunity Developers Group Meetings: Network with people who previously held executive level or highly technical positions. **Thursday, October 5th from 9:00 – 11:00 a.m. Bridging the Gap**, facilitated by Jackie Mouillesseaux-Grube. Thinking about going to school for a certificate/ degree? Want to improve your skills or learn a new skill? Discover what's available locally, who to talk to and how to begin. This workshop will cover short-term and long-term training, degree programs, certificates, and funding sources, as well as labor market information to help you make informed career decisions. **Thursday, October 19th at Tompkins Workforce from 9:00 – 11:00 a.m.: Transferable Skills**, facilitated by Derek Chase. Are you looking to change fields? Are you not seeing jobs that fit your skills? Join us for a discussion to learn how to identify the skills you have that employers are looking for.

Civil Service Workshop: Thursday, October 5th 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.

Finger Lakes Residential Center Meet the Employer, Wednesday, October 11th from 9:30 – 10:30 a.m.

A representative from Finger Lakes Residential Center will be giving a presentation at Tompkins Workforce NY to discuss the duties and requirements of the Youth Division Aide positions currently available. Please come to this informative session to learn what it takes to serve as a member of the Finger Lakes Residential team.

Metrix E-Learning Information Sessions: Wednesday, October 18th from 10:00 – 11:00 a.m. Metrix E-Learning is an online skills and job-related training program that contains over **20,000 courses and assessments**. 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.**

Crafting Your 60 Second Pitch, Tuesday, October 24th 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!

Conquering the Interview Workshop: Wednesday, October 25th from 1:00 – 3:00 p.m. Preparing for your job interview can be a challenge. This workshop will teach you: what to expect during, how to research and prepare prior, how to follow up after, and how to avoid common problems during an interview.

Tips for Job Hunters Age 50 and Over: Thursday, October 26th 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've been stereotyped? Discussion topics include myths / stereotypes about older workers, ways to overcome them, and changes in job search methods and materials. **Must sign up ahead of time.**

