



*Partners Working Together...  
Making Your Employment Connection  
For Today & Tomorrow*

**September 2018**

8:30 a. m. – 4:30 p. m. Monday through Friday  
171 E. State St./Martin Luther King Jr. St., Center Ithaca, Suite  
241, Ithaca, NY 14850  
Phone: (607) 272-7570 Ext. 118, Fax: (607) 272-2835

Visit us on the Web @  
[www.TompkinsWorkforceNY.org](http://www.TompkinsWorkforceNY.org)

Monday	Tuesday	Wednesday	Thursday	Friday
3 <b>Labor Day</b>  <b>Office Closed</b>  	4	5 <b>Metrix Overview</b> 10:00 – 11:00 am	6 <b>Workforce Forum*</b> 9:00 – 11:00 am	7 <b>No-Fear Cover Letters</b> 9:00 – 10:30 am  <b>Crafting Your 60-Second Pitch Workshop</b> 1:00 – 2:30 pm
10	11 <b>Conquering the Interview Workshop</b> 9:00 – 11:00 am	12	13	14 <b>Cornell Meet the Employer</b> 1:00 – 2:30 pm
17 <b>Metrix Overview</b> 10:00 – 11:00 am	18	19	20 <b>Workforce Forum*</b> 9:00 – 11:00 am  <b>Civil Service Workshop</b> 10:00 – 11:00 am  <b>Resume Review Workshop</b> 2:30 – 4:00 pm	21 <b>Making the Most of Public Recruitments</b> 9:00 – 10:30 am
24	25 <b>Social Networking</b> 1:00 – 2:30 pm	26	27 <b>Tips for Job Hunters Age 50 and Over Workshop</b> 10:00 – 12:00 pm	28 <b>Jump Start Your Job Search Strategy</b> 1:00 – 2:30 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 clicking Individuals-Job Seekers-Career Events

## **SEPTEMBER 2018 WORKSHOP DESCRIPTIONS**

**Metrix Overview: Wednesday, September 5<sup>th</sup>, and Monday, September 17<sup>th</sup>, 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**

**Workforce Forum\*: Thursday, September 6<sup>th</sup>, and Thursday, September 20<sup>th</sup>, from 9:00 – 11:00 am**

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

**No-Fear Cover Letters: Friday, September 7<sup>th</sup>, 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

**Crafting Your 60-Second Pitch Workshop: Friday, September 7<sup>th</sup>, from 1:00 – 2:30 pm** 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: Tuesday, September 11<sup>th</sup>, from 9:00 – 11:00 am** Preparing for your job interview can be a challenge. This course 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

**Cornell University Meet the Employer Session: Friday, September 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

**Civil Service Workshop: Thursday, September 20<sup>th</sup>, from 10:00 – 11:00 am** Learn how to look up exam and vacancy information for various forms of government. Will look at the application process and provide an understanding of navigating the process

**Resume Review Workshop: Thursday, September 20<sup>th</sup>, from 2:30 – 4:00 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

**Making the Most of Public Recruitments: Friday, September 21<sup>st</sup>, 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

**Social Networking: Tuesday, September 25<sup>th</sup>, 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 workshop provides general guidance on building a presentable profile and presence

**Tips for Job Hunters Age 50 and Over Workshop: Thursday, September 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 "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 material

**Jump Start Your Job Search Strategy: Friday, September 28<sup>th</sup>, from 1:00 – 2:30 pm** 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