

Monday	Tuesday	Wednesday	Thursday	Friday
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4 Labor Day Office Closed	5	6	7 Professional Opportunity Developers: Deconstruct a Job Posting 9:00 – 11:00 a.m.	8
11	12 Crafting Your 60 Second Pitch 9:00 – 11:00 a.m.	13 Comfort Keepers: Meet the Employer 9:30 – 10:30 a.m.	14	15 Cornell Meet the Employer 1:00 – 2:30 p.m.
18 METRIX Overview 10:00 – 11:00 a.m.	19 WISE Event 10:00 a.m. – 12:00 p.m.	20 Job Search Strategies for those age 50+ 10:00 a.m.– 12:00 p.m.	21 Professional Opportunity Developers: Resume Roundtable 9:00 – 11:00 a.m.	22
25	26	27 Cover Letters 10:00 – 11:00 a.m.	28	29

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.

SEPTEMBER 2017 WORKSHOP DESCRIPTIONS

Professional Opportunity Developers Group Meetings: Network with people who previously held executive level or highly technical positions. **Thursday, September 7th from 9:00 – 11:00 a.m. at Tompkins Workforce: Deconstruct a Job Posting**, facilitated by Derek Chase. Q: What is the most important tool you have when trying to land a job? A: The job posting. Join us for a discussion on how to use an organization's words to your advantage. **Thursday, September 21st from 9:00 – 11:00 a.m.: Resume Roundtable**, facilitated by Jackie Mouillesseau-Grube. If you just shook your head and decided your resume doesn't need any work, we dare you to join us! Learn strategies, "Do's" and "Don'ts," and have your resume critiqued by fellow POD members. Emphasis will be on what works and what needs some tweaking.

Crafting Your 60 Second Pitch, Tuesday, September 12th 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!

Comfort Keepers Meet the Employer Session: Wednesday, September 13th from 9:30 – 10:30 a.m. A representative from Comfort Keepers will provide general information about working for the company.

Cornell University Meet the Employer Session: Friday, September 15th from 1:00 – 2:30 p.m. A CU Human Resources representative will discuss job search tips, the application process, and general information about working at Cornell University.

Metrix E-Learning Information Sessions: Monday, September 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. If you want to learn basic computer skills, please speak with a counselor at the Resource Desk.**

WISE Event (Work Incentive Seminar): Tuesday, September 19th from 10:00 a.m. – 12:00 p.m. Social Security recipients with disabilities will learn about the Ticket to Work Program and available work incentives while still collecting benefits.

Job Search Strategies for those age 50+, Wednesday, September 20th 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.

Cover Letters: Wednesday, September 27th from 10:00 – 11:00 a.m. What type of first impression are you making? How does a job posting affect what you should include in your cover letter? Why aren't you getting interviews if your resume displays all the skills and experience needed? Join us for an informational meeting on strategies in composing a cover letter. Feel free to bring copies of a cover letter to be critiqued.