


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

Monday	Tuesday	Wednesday	Thursday	Friday
2 Training Options 9:00 – 10:00 am	3 Making the Most of a Job Fair 9:00 – 10:30 am	4	5	6 CORNELL Meet the Employer 1:00 – 2:30 pm
9	10	11 Template Resumes 101 10:30 am – 12:00 pm	12 Understanding Your Online Presence 2:00 – 3:00 pm	13
16	17 Conquering the Interview Workshop 1:00 – 3:00 pm	18 Interview Stream Workshop 1:30 – 2:30 pm	19 Resume Review Workshop 10:00 am – 12:00 pm	20
23	24 Work & Training Options 1:00 – 2:00 pm	25 Tips for Job Hunters Over 50 10:00 am – 12:00 pm Civil Service Workshop 1:00 – 2:00 pm WISE Choice! 3:00 – 4:30 pm	26	27
30 Training Options 9:00 – 10:00 am	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.

View all New York State Career Center Events at www.labor.ny.gov then Individuals/Job Seekers/Career Events

WORKSHOP DESCRIPTIONS

Training Options: Mondays, March 2nd and March 30th, from 9:00 – 10:00 am

This orientation will cover the information needed to possibly obtain funding for training. 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. driver's license or photo id).**

Making the Most of a Job Fair: Tuesday, March 3rd, from 9:00 – 10:30 am

Planning to attend the Tompkins County Job Fair (on May 21st) or another public recruitment? 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.

Cornell University Meet the Employer Session: Friday, March 6th, 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.

Template Resumes 101: Wednesday, March 11th, from 10:30 am – 12:00 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.

Understanding Your Online Presence: Thursday, March 12th, from 2:00 – 3:00 pm

This workshop covers some topics relating to understanding your online presence and the potential negative and positive impacts it may have on your job search. This workshop assumes the attendee is familiar with the internet but may still be beneficial to less prolific internet users who wish to understand what types of information may exist about them online.

Conquering the Interview Workshop: Tuesday, March 17th, from 1:00 – 3:00 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.

Interview Stream Workshop: Wednesday, March 18th, from 1:30 – 2:30 pm

A workshop that provides information about the nysdol.interviewstream.com. Providing customers with 5 steps to getting started with a free account, accessing over 7000+ job/industry specific questions, practicing interviewing from mobile devices, and many more.

Resume Review Workshop: Thursday, March 19th, from 10:00 am – 12:00 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.

Work and Training Options: Tuesday, March 24th, from 1:00 – 2:00 pm

This workshop will introduce three of the options available to job seekers. We offer funding for classroom or online training, a Transitional Jobs program for those who have been out of the workforce or have an unstable work history, and an On the Job Training program for those who are almost qualified for the job they want, but lack some of the required skills. We will cover the basics of each option, eligibility, and plan for next steps. **Please bring your photo ID and appointment availability.**

Tips for Job Hunters Over 50: Wednesday, March 25th, 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.

Civil Service Workshop: Wednesday, March 25th, from 1:00 – 2:00 pm

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.

WISE Choice!: Wednesday, March 25th, 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. Customers can call our office 2 weeks in advance for topic information.