

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 CLOSED New Year's Day
2	3	4	5	6	7	8
		Career Center Orientation 10:00 – 11:00		How to Get Funded for Training 2:00 – 3:00		
9	10	11	12	13	14	15
		Basic Resume 10:30 – 11:30	How to Get Funded for Training 5:00 – 6:00			
16	17	18	19	20	21	22
	CLOSED Martin Luther King Day			Researching for the Interview 2:00 – 3:00		
23	24	25	26	27	28	29
		How to Get Funded for Training 10:00 – 11:00		Preparing for Your Virtual Interview 2:00 – 3:00		

Equal Opportunity Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Career Center Orientation - The CSS WFNY Career Center System provides an array of services to job seekers. This workshop offers an overview of the services offered in our system. From the technology and resources available once you are registered with us to one-on-one assistance for career guidance, skill level assessment, aptitudes, referral to training and much more. Ready to register? Start here with this overview.

Basic Resume - A workshop to learn the different layouts for resume, why and when to use each one. It will explore the different parts required for an effective resume.

How to Get Funded for Training - The event will give an overview of how to access funding for training, discuss the requirements to access the funds, and go over what is needed to begin the process.

Researching for the Interview - The goal of this workshop is to discover how to research the company prior to an interview affording job seekers and opportunity to prepare how they will demonstrate they are the most qualified candidate. The workshop will provide you with the key points on how to research the important topics that include but are not limited to, the mission of the company, location, and current events of company.

Preparing for Your Virtual Interview - Take steps to prepare yourself for a virtual interview to be up to date on recent trends of the interview process. These interviews are like the real thing but have key differences. Virtual interviews require active listening for both the interviewer and interviewee. In this workshop you learn how to prepare your equipment, background, and yourself.

To register for any of the above workshops, please e-mail info@csswfny.com at least **one** full business day prior to each workshop. (Any registration request less than one full business day in advance may not guarantee a slot for that workshop). An e-mail confirmation and virtual invite will be sent to the participant after registration information and request is received and approved.

***Please note that workshop dates/times are subject to change or cancellation.
Notification of such changes will be given to all registrants at least two hours before that course begins***