



ALL CAREER CENTERS EVENT CALENDAR DECEMBER 2023



Code for Centers ()	Monday	Tuesday	Wednesday	Thursday	Friday
(E) Elmira Career Center Workshops (607) 733-7131 (M) Montour Center Workshops (607) 535-6840 (B) Bath Career Center Workshops (607) 776-7712 (H) Hornell Career Center Workshops (607) 324-8388 (V) Virtual Workshops info@csswfny.com To register call the Career Center hosting the workshop or email info@csswfny.com Space is limited					1
	4	5	6	7	8
	(H) Basic Computer Skills 1:30 – 2:30 (E) Basic Computer Skills 1:00 – 2:00		(E) Keeping Data Safe in a Digital World 1:00 – 2:00	(E) Navigating the Online Application Process 1:00 – 2:00	(B) Job Searching Basics & Beyond 1:30 – 2:30
	11	12	13	14	15
	(H) Basic Resume 1:30 – 2:30		(E) Job Search Email Guide 1:00 – 2:00	(***) STVirtual Career Fair 11:00 – 2:00 (E) The Mature Worker 1:00 – 2:00 (V) Basic Resume 10:30 – 11:30	(B) Resume Help Drop-in Hour 1:00 – 2:00 (E) Targeting Your Resume 1:00 – 2:00
(***) STVirtual Career Fair Register: https://nysdolvirtual3.easyvirtualfair.com/landing/index.htm	18	19	20	21	22
			(E) Mastering Online Applications 1:00 – 2:00	(E) Networking 101 1:00 – 2:00 (B) Resume Help Drop-in Hour 1:00 – 2:00	
	25	26	27	28	29
	ALL CENTERS CLOSED FOR CHRISTMAS		(E) Transferable Skills 1:00 – 2:00	(E) Employment for Justice Involved 1:00 – 2:00 (B) Job Searching Basics & Beyond 2:00 – 3:00	
			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>		

WORKSHOP DESCRIPTIONS

Basic Computer Skills - Need help with basic computer skills for your job search? This in person workshop will allow you to learn from your level what you want or need to learn at your level and your pace.

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

Networking 101 - Why Network? Networking allows you the ability to make contact with people who can either give you information about potential job openings or introduce you to others who have this information. The ultimate goal of networking is to meet the person who has the authority to hire you for the job you want. This workshop will share some best practices for networking in today's workforce.

Navigating the Online Application Process - Statistically, 92% of people never finish online job applications. This workshop will take you step-by-step through the online application process, from preparing to apply, navigating employer websites, uploading resumes, and successfully and confidently submitting an online application. The workshop will also show you how to avoid the most common pitfalls of completing an online application.

The Mature Worker - Let's examine perceptions and realities of age discrimination in the job search, plus learn about winning strategies to help you move confidently towards your next job.

Employment for the Justice Involved – Overview of clean slate and other resources available to assist the justice involved.

Keeping Data Safe in a Digital World - This workshop covers keeping your data safe now that everything from banking, to shopping, to job fairs and applying for work is all online. The need to have an increased awareness of keeping our data safe is of greater importance than it has ever been.

Job Search Email Guide - In this training attendees will learn the importance of having an email address they can use for job searching. Why it is important that the address they choose is professional, including examples of what a professional address would look like. They will learn basic job seeker email etiquette. How to draft an email to an employer, formatting, and how to attach their resume. Last, they will learn how to manage their email, freeing up space and creating folders for saving emails for future reference.

Mastering Online Applications - Discover what happens with an online job application and learn mistakes commonly made during the process to avoid the common pitfalls of automated online application software. Identify the qualities employers look for in a candidate and learn techniques to make your application stand out.

Transferable Skills - This workshop will help focus on the following topics: What is the difference between hard and transferable skills? What is a skill set? How to apply your various skills to new employment opportunities.

Resume Help Drop-in Hour – Drop in to have your resume reviewed.

Job Searching Basics & Beyond – This workshop is for anyone that would like to learn or enhance the skills necessary to find and secure their ideal job. This workshop will discuss where and how to look for work.

Targeting Your Resume - What are targeted resumes, and why should job seekers use them? Learn why and how you should tailor and target your resume for the position you really want!

Creating pathways to better careers and economic growth

A proud partner of the  American Job Center network