



ALL CAREER CENTERS EVENT CALENDAR APRIL 2025



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@csswfnny.com To register call the Career Center hosting the workshop or email info@csswfnny.com Space is limited		1	2 (E) Researching the Job and Tailoring Resumes 1:00 – 2:00	3	4
	7	8	9 (***) ST Virtual Career Fair 11:00 - 2:00 (E) Mastering the 1 st Impression 1:00 – 2:00	10 (V) How to Get Funded for Training 3:00 – 4:00	11
	14	15 (B) Civil Service 10:00 – 11:00 (H) Civil Service 1:00 – 2:00	16 (E) Interviewing Etiquette 1:00 – 2:00 (M) Civil Service 1:00 – 2:00	17	18
	21 (H) Basic Computer Skills 10:30 – 11:30	22	23 (E) After the 90 Days: The Road to Achieving Long-term Employment 1:00 – 2:00	24 (M) Basic Resume 10:30 – 11:30	25
(***) ST Virtual Career Fair Register: https://nysdolvirtual3.easyvirtualfair.com/user/register/step1	28	29 (V) How to Get Funded for Training 12:30 – 1:30	30 (E) Effective Budgeting Strategies 1:00 – 2:00		
			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>		

WORKSHOP DESCRIPTIONS

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 the Job and Tailoring Resumes – The workshop is designed to help individuals learn how to format, target and understand why a resume is used for employment purposes.

Mastering the 1st Impression - Presenting yourself in an interview, pick up an application or even drop off a resume. This workshop gives you assistance with dressing for success. What is appropriate for an interview at a construction site isn't what you would wear to an interview for a receptionist position

Interviewing Etiquette – The focus of this workshop is on developing personal conduct and interviewing best practices. Talking points such as proper posture, respectable handshakes, attentiveness/active listening are covered. Also, a brief overview of the STAR method will be presented including techniques on how to effectively respond to behavioral-based interview questions.

After the 90 Days: The Road to Achieving Long-term Employment – This workshop will help focus on the following topics: How to not lose your job in 90 days. The top reasons that employees lose their job in the first 90 Days.

Effective Budgeting Strategies – This workshop is intended to present an introduction to budgeting for individuals who may not have had a lot of experience with money, or who are interested in upgrading their level of financial literacy. It covers banking, saving, and prioritizing spending.

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.

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.

Civil Service – Understanding the process of taking service exams, band scoring and process.