

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		How to Get Funded for Training 9:30 – 10:30	*Transferrable Skills 1:00 – 2:00			
7	8	9	10	11	12	13
			*Dress for Success 1:00 – 2:00	*Basic Computer Skills 10:00 – 11:00 <i>Montour Falls</i>		
14	15	16	17	18	19	20
	How to Get Funded for Training 2:00 – 3:00	Targeting Your Resume 10:00 – 11:00	*Mastering Online Applications 1:00 – 2:00	*Basic Computer Skills 10:00 – 11:00		
21	22	23	24	25	26	27
		Educational Spotlight SAGE Driving School 1:30 – 2:30	*Financial Literacy 1:00 – 2:00	How to Get Funded for Training 10:00 – 11:00		
28	29	30	31			
		Preparing for Your Virtual Interview 2:00 – 3:00	*Confidence 1:00 – 2:00			

Equal Opportunity Program

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

***These workshops are in person at the Elmira a Career Center, unless otherwise noted.**

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.

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.

Dress for Success - Presenting yourself in an interview, to 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.

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!

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.

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.

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.

Literacy - You will learn about budgeting and planning ahead. This workshop is intended to present an introduction to budgeting to 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.

Confidence – Confidence can affect both your personal and your professional life. This workshop touches on the keys to confidence building including following the 5 P's...Positive Thinking, Practice, Presentation, Posture, and Purpose.

This Month's Educational Spotlight: SAGE Driving School

“**SAGE** offers a wide variety of truck driving and CDL training programs across the country to meet the needs of new drivers and employers. SAGE's basic CDL training programs are designed based on the entry-level driver training (ELDT) standards set by Federal Motor Carrier Safety Administration (FMCSA). The programs are continually improved and updated by the schools' program advisory committee, comprised of a broad base of the trucking industry”

**SAGE Driving School is an approved training provider for CSS Workforce NY, with some of their trainings eligible for funding. Please inquire with a Counselor.*

To register for any of the above workshops, please e-mail info@csswfnyc.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***