ALL CAREER CENTERS
EVENT CALENDAR
JULY 2025

Chemung-Schuyler-Steuben **Workforce New York** — Put us to work for you

American**Job**Center

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**	**2** (E) Effective Budgeting Strategies 1:00 – 2:00	**3**	**4** Happy 4th of July **ALL CAREER CENTERS CLOSED**
	7	**8** (E) Job Searching 1:00 – 2:00	**9** (E) Identifying and Overcoming Barriers 1:00 – 2:00	**10** (V) How to Get Funded for Training 3:00 – 4:00	**11**
	14	**15** (E) Resume Basics 1:00 – 2:00	**16** (***) ST Virtual Career Fair 11:00 - 2:00 (E) Resumes and Their Cover Letter Companions 1:00 – 2:00	**17**	**18**
(***) STVirtual Career Fair **Register:** https://nysdolvirtual3.easyvirtualfair.com/user/register/step1	**21** (H) Basic Computer Skills 10:30 – 11:30	**22** (V) How to Get Funded for Training 3:00 – 4:00 (E) Basic Computer Skills 10:00 – 11:00	**23** (E) Transferable Skills 1:00 – 2:00	**24** (M) Online Applications 10:30 – 11:30	**25**
	28	**29** (B) Civil Service 10:00 – 11:00 (H) Civil Service 1:00 – 2:00 (E) Online Applications 10:30 – 11:30	**30** (E) Soft Skills Development 1:00 – 2:00	**31**	
		Equal Opportunity Employer/Program— *Auxiliary aids and services are available upon request to individuals with disabilities.*			

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.

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.

Job Searching – 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.

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.

Identifying and Overcoming Barriers - this workshop explores the different hurdles one may face when entering the job market, obstacles that may hinder progress towards attaining full-time employment. Through collaborative strategizing, various methods to overcome personal and environmental barriers are developed and discussed.

Resumes and Their Cover Letter Companions – 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. Cover letters are still valuable in today's workplace. Learn the basics of a cover letter to better prepare the application 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.

Soft Skills Development – There are many types of skills. The workshop focuses on the three main types of skills to consider when transferring your skills to another occupation or industry: Personal Skills, Jobs Specific Skills and Transferrable Skills.

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

Resume Basics – 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.

Online Applications - Discover what happens with an online job application and learn about 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.

Creating pathways to better careers and economic growth

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