



**ALL CAREER CENTERS**  
**EVENT CALENDAR**  
**DECEMBER 2024**

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 <a href="mailto:info@csswfny.com">info@csswfny.com</a>  To register call the Career Center hosting the workshop or email <a href="mailto:info@csswfny.com">info@csswfny.com</a> Space is limited	<b>2</b>	<b>3</b> (E) Demystifying the Civil Service Merit System 11:00 – 12:00	<b>4</b> (E) First 90 Days 1:00 - 2:00	<b>5</b> (V) How to Get Funded for Training 1:30 – 2:30	<b>6</b>
	<b>9</b> (H) Online Applications 1:30 – 2:30	<b>10</b>	<b>11</b> (E) Financial Literacy 1:00 - 2:00	<b>12</b> (**) ST Virtual Career Fair 11:00 - 2:00 (V) Interviewing Skills 10:30 – 11:30	<b>13</b>
	<b>16</b> (E) Basic Resume 1:30 – 2:30	<b>17</b> (E) Interviewing Skills 1:30 – 2:30	<b>18</b> (E) Keeping Safe in the Digital World 1:00 – 2:00	<b>19</b> (V) How to Get Funded for Training 1:30 – 2:30	<b>20</b>
(***) STVirtual Career Fair  Register:  <a href="https://nysdolvirtual3.easyvirtualfair.com/user/register/step1">https://nysdolvirtual3.easyvirtualfair.com/user/register/step1</a>	<b>23</b>	<b>24</b>	<b>25</b> ALL CENTERS CLOSED FOR CHRISTMAS 	<b>26</b>	<b>27</b>
	<b>30</b>	<b>31</b> 			
			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.

**Demystifying the Civil Service Merit System** - The Department of Civil Service is the central personnel agency for the Executive Branch of New York State government, serving approximately 150,000 employees. Our mission is to build tomorrow's workforce today by promoting a diverse, inclusive, and talented workforce. We lead and deliver world-class workforce management strategies by providing innovative solutions based on merit, fitness, and equality of opportunity. The intent of this presentation is to *Demystify the Civil Service Merit System*. Attendees will get background information on the merit system, a review of appointment types, overview of the various agencies, a review of the exam process, learn how to access and navigate the necessary websites, and an overview of NY HELPS.

**First 90 Days** - 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.

**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. Please bring your resume, digital or printed and the website of a job you would like to apply for. We will be completing an online application.

**Financial 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.

**Interviewing Skills** - This workshop will cover both basic and advanced interviewing information including how to research a company and effectively prepare for an interview, how to answer difficult questions to improve your chances of receiving a job offer, and InterviewStream, an interactive interview prep application.

**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.

**Keeping Data Safe in the 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.