



ALL CAREER CENTERS EVENT CALENDAR DECEMBER 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@csswfny.com To register call the Career Center hosting the workshop or email info@csswfny.com Space is limited	1	2	3 (E) Soft Skill Development 1:00 – 2:00	4	5 Civil Service Workshop (E) 11:00 – 12:00 (M) 1:00 – 2:00
	8	9 (V) How to Get Funded for Training 10:00 – 11:00	10 (E) Financial Literacy 10:00 – 11:00 (E) Researching the Job and Tailoring a Resume 1:00 – 2:00	11 (***) ST Virtual Career Fair 11:00 - 2:00 (H) Meet the Employer 9:00 – 12:00	12
	15	16 (M) Job Searching 2:30 – 3:30 Civil Service Workshop (B) 11:00 – 12:00	17 (E) Mastering the 1 st Impression 1:00 – 2:00 (E) Meet the Employer 9:00 – 12:00	18 (V) How to Get Funded for Training 2:00 – 3:00	19
	22	23 (V) How to Get Funded for Training 11:00 – 12:00	24 (E) Interviewing Etiquette 1:00 – 2:00	25 ALL CAREER CENTERS CLOSED 	26 BATH CAREER CENTER CLOSED
(***) STVirtual Career Fair Register: https://nysdolvirtual3.easyvirtualfair.com/user/register/step1	29	30	31 (E) After the First 90 Days 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.

Soft Skill 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.

Researching the Job and Tailoring a Resume - What are tailored 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!

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.

Financial Literacy – We are sponsoring a financial literacy workshop that teaches participants essential money management skills. Topics often include budgeting, saving, managing debt, understanding credit, and planning for future financial goals. Through practical tips, real-life examples, and interactive discussions, the workshop helps individuals make smarter financial decisions and gain greater control over their financial future

Mastering the 1st Impression - Whether you're attending an interview, picking up an application, or dropping off a resume, how you present yourself matters. This workshop offers practical guidance on dressing for success and making a strong first impression. Learn what's appropriate for different settings - for example, what works for a construction site interview may not be suitable 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 First 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 employees lose their job in the first 90 Days.

Meet the Employer

12/11 Gray Manufacturing Industries 9:00-12:00 at the Hornell Career Center

12/17 The Ward Group 9:00-12:00 at the Elmira Career Center

Talk directly with company representatives. Ask questions about openings. Please visit one of the Career Centers beforehand to create or update your resume.

Civil Service – Understanding the process of taking service exams, band scoring and process. This is an in-person event. While registration is not Required, it is highly recommended. *Follow the link to register:* <https://NYSJobsAndCareersElmira0617.eventbrite.com>

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