

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
				Individual Training Account Information Session 10:00 – 11:00		
5	6	7	8	9	10	11
		Career Center Orientation 10:30 – 11:30		Basic Resume 2:00 – 3:00		
12	13	14	15	16	17	18
	Individual Training Account Information Session 2:00 – 3:00	How to Target Your Resume <u>10:30-11:30</u> Educational Spotlight: SAGE Truck Driving School 1:30-2:30				
19	20	21	22	23	24	25
		Mastering Online Applications <u>10:00--11:00</u> Career Center Orientation 2:00-3:00			CAREER CENTERS CLOSED Christmas Observed 	CAREER CENTERS CLOSED Christmas Holiday 
26	27	28	29	30	31	
					CAREER CENTERS CLOSED New Year's Day Observed 	

Equal Opportunity Program

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

Career Center Orientation - The CSS WFNY Career Center System provides an array of services to job seekers. This workshop offers an overview of the services offered in our system. From the technology and resources available once you are registered with us to one-on-one assistance for career guidance, skill level assessment, aptitudes, referral to training and much more. Ready to register? Start here with this overview.

Basic Resume - A workshop to learn the different layouts for resume, why and when to use each one. It will explore the different parts required for an effective resume.

Individual Training Account Information Session - 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.

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.

How to Target 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!

Educational Spotlight:

Event that highlights a local educational provider and specific course. Opportunity to hear information about the program from the school/instructor/student perspective. Give participants opportunities to ask questions and do your ITA research face to face through a virtual platform.

This month's Educational Spotlight: *"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"*

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