

**ALL CAREER CENTERS**  
**EVENT CALENDAR**  
**NOVEMBER 2022**

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>  Space is limited. To register call the Career Center hosting the workshop or email <a href="mailto:info@csswfny.com">info@csswfny.com</a>		<b>1</b> (H) How to Conduct and Effective Work Search 10:00-11:00	<b>2</b> (E) Financial Literacy 1:00-2:00	<b>3</b> (E) Job Seek Chat & Learn 1:00 – 2:00  (V) How to Get Funded for Training 2:00-3:00	<b>4</b>
	<b>7</b>	<b>8</b> (H) Resume Development Workshop 9:00-11:00  (E) Basic Computer 11:00-12:00	<b>9</b> (E) Dress for Success 1:00-2:00	<b>10</b> (E) Tackling Termination 1:00-2:00	<b>11</b> All Career Centers Closed Veteran's Day 
	<b>14</b>	<b>15</b> (V) How to Get Funded for Training 11:00-12:00	<b>16</b> (E) Researching the Interview 1:00-2:00	<b>17</b> (E) Civil Service 1:00-2:00  (M) Resume Development Workshop 1:30 – 2:30  (***)ST Virtual Career Fair 11:00-2:00	<b>18</b>
<b>***Upcoming Job Fairs:</b> ST Virtual Career Fair 3rd Thursday of each month <b>Register:</b> <a href="https://nysdolvirtual3.easyvirtu.lafair.com">https://nysdolvirtual3.easyvirtu.lafair.com</a>	<b>21</b> (V) How to Get Funded for Training 2:00-3:00	<b>22</b> (H) Community Resources Workshop 1:00 – 2:00  (E) Networking 101 1:00-2:00	<b>23</b> (E) Virtual Interview 1:00-2:00	<b>24</b> Happy Thanksgiving All Career Centers Closed	<b>25</b> Happy Thanksgiving All Career Centers Closed
	<b>28</b>	<b>29</b> (V) How to Get Funded for Training 11:00 - 12:00	<b>30</b> (E) 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 Conduct an Effective Work Search** - This workshop will include letter and resume development, where and how to look for work, as well as an overview of interviewing skills. It will provide a nice introduction to the tools and skills necessary to begin an effective work search.

**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.

**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.

**Resume Development Workshop** - This workshop is for resume development and/or enhancement of current resume. Interactive with staff on the computer creating or polishing current resume.

**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 will learn how to prepare your equipment, background, and yourself.

**Networking 101** - Why Network? Networking allows you the ability to make contact with people who can either give you information about potential job openings or introduce you to others who have this information. The ultimate goal of networking is to meet the person who has the authority to hire you for the job you want. This workshop will share some best practices for networking in today's workforce

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

**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 reception position.

**Community Resources Workshop** – This workshop will address where to turn for basic needs support during job loss or interruption, how to stretch resources and acquire services needed such as transportation, health insurance, SNAP, and housing assistance.

**Tackling Termination** - Why did you leave your last employer?" can sometimes be a dreaded interview question depending upon the circumstances. This workshop explains the different types of employment discharges and how to confidently handle those tough interview questions regarding the subject.

**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.

**Researching for the Interview** - The goal of this workshop is to discover how to research the company prior to an interview affording job seekers and opportunity to prepare how they will demonstrate they are the most qualified candidate. The workshop will provide you with the key points on how to research the important topics that include but are not limited to, the mission of the company, location, and current events of company.

**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.

**Job Seeker Chat & Learn** - Join this open session designed to address your job search questions, while also learning from the other participants' questions and topics. Discussion may include resumes, interviewing techniques, cover letters, age related concerns, researching local employers and exploring career paths. Any of these can be stressful! The topics will be driven by your questions.