



ALL CAREER CENTERS WORKSHOP CALENDAR SEPTEMBER 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 info@csswfnyc.com Space is limited. To register call the Career Center hosting the workshop or email info@csswfnyc.com				1	2
	5 Labor Day Holiday All Career Centers Closed	6 (H) How to Conduct an Effective Work Search 10:00-11:00	7 (E) Targeting Your Resume 1:00-2:00	8 (E) Basic Computers Skills 11:00-12:00 (E) Navigating Online Applications 1:00-2:00	9
	12 (V) How to Get Funded for Training 2:00-3:00	13 (H) Interactive Resume 9:00-11:00	14 (E) Mastering Online Applications 1:00-2:00	15 (E) Mature Worker 1:00-2:00 (***) ST Virtual Career Fair 11:00-2:00	16 (B) Basic Computer Skills 2:00-3:00
***Upcoming Job Fairs: ST Virtual Career Fair 3rd Thursday of each month Register: https://nysdolvirtual3.easyvirtu.lafair.com	19	20 (V) How to Get Funded for Training 10:00-11:00 (V) Preparing for Your Virtual Interview 2:00-3:00	21 (E) Job Search Email Guide 1:00-2:00	22 (E) Civil Service 1:00-2:00	23
	26	27 (H) Civil Service 10:00-11:00 (E) Networking 101 1:00-2:00	29 (E) Dress for Success 1:00-2:00	29 (V) How to Get Funded for Training 2:00-3:00 (M) Basic Resume 10:00-11:00	30
			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.

Targeting 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!

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.

Navigating Online Applications – Statistically, 92% of people never finish online job applications. This workshop will take you step-by-step through the online application process, from preparing to apply, navigating employer websites, uploading resumes, and successfully and confidently submitting an online application. The workshop will also show you how to avoid the most common pitfalls of completing an online application.

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.

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

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.

Mature Worker - Let's examine perceptions and realities of age discrimination in the job search, plus learn about winning strategies to help you move confidently towards your next job.

Preparing for Your 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.

Job Search Email Guide - In this training attendees will learn the importance of having an email address they can use for job searching. Why it is important that the address they choose professional, including examples of what a professional address would look like. They will learn basic job seeker email etiquette. How to draft an email to an employer, formatting, and how to attach their resume. Last, they will learn how to manage their email, freeing up space and creating folders for saving emails for future reference.

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.

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.