




ALL CAREER CENTERS EVENT CALENDAR FEBRUARY 2023



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 (E) Targeting Your Resume 1:00 - 2:00	2	3 (V) How to Get Funded for Training 11:00 – 12:00
	6 (V) How to Get Funded for Training 2:00 – 3:00	7	8 (E) Cover Letters 1:00 - 2:00	9 (E) Ace Your Interview 1:00 - 2:00	10 (H) Basic Computer Skills 1:30 – 2:30
	13 (V) How to Get Funded for Training 2:00 – 3:00	14 (E) Basic Computer Skills 10:30 – 11:30	15 (E) Mastering Online Applications 1:00 - 2:00	16 (E) Open Resume Review 1:00 - 2:00 (***)ST Virtual Career Fair 11:00 - 2:00	17 (B) Basic Computer Skills 1:30 – 2:30
***Upcoming Job Fairs: ST Virtual Career Fair 3rd Thursday of each month Register: https://nysdolvirtual3.easyvirtulafair.com	20 All Career Centers Closed 	21 (V) How to Get Funded for Training 11:00 – 12:00 (V) Basic Resume 2:00 – 3:00	22 (E) First 90 Days 1:00 - 2:00	23	24
	27	28 (E) Basic Computers Skills 1:00 - 2:00			
			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>		

WORKSHOP DESCRIPTIONS

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.

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.

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.

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.

Ace Your Interview - This workshop will cover both basic and advanced interviewing information including how to effectively prepare for an interview and answering difficult questions to improve your chances of receiving a job offer.

Open Resume Review - Would you like a second set of eyes to take a look at your resume? Stop in with a paper copy of your resume, and receive feedback and suggestions on how to maximize the effectiveness. You can also learn about resume building resources available to help you.

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.

Cover Letters - Cover letters are still valuable in today's workplace. Learn the basics of a cover letter to better prepare the application process.