




ALL CAREER CENTERS EVENT CALENDAR FEBRUARY 2024



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
	5 (H) Basic Computer Skills 1:30 – 2:30	6	7 (E) The Many Facets of Soft Skills 1:00 – 2:00	8	9 (E) Interviewing Skills 12:00 – 1:00
	12 (H) Basic Computer Skills 1:30 – 2:30	13 (B) Basic Resume 1:00 – 2:00	14 (E) Researching the Interview 1:00 – 2:00	15 (***)STVirtual Career Fair 11:00 – 2:00	16
	19 All Career Centers Closed 	20	21 (E) Virtual Interviewing 1:00 – 2:00 (E) Basic Computer Skills 10:30 – 11:30	22 (V) Targeting Your Resume 1:30 – 2:30 (B) Job Search Basics 2:00 – 3:00	23
26 (H) Basic Computer Skills 1:30 – 2:30	27	28 (E) Dress for Success 1:00 – 2:00	29		
			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>		

WORKSHOP DESCRIPTIONS

The Many Facets of Soft Skills – There are many types of skills. The workshop focuses on the main three types of skills to consider when transferring your skills to another occupation or industry: Personal Skills, Jobs Specific Skills and Transferrable Skills.

Researching 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 the company.

Virtual Interviewing - 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.

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 receptionist position.

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. Microsoft Word will be introduced.

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

Job Searching Basics – 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.

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!

Interviewing Skills - This workshop will cover both basic and advanced interviewing information including how to research a company and effectively prepare for an interview, how to answer difficult questions to improve your chances of receiving a job offer, and InterviewStream, an interactive interview prep application. Focus will include virtual interviews.

Creating pathways to better careers and economic growth

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