



## ALL CAREER CENTERS EVENT CALENDAR JUNE 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 <a href="mailto:info@csswfny.com">info@csswfny.com</a>  To register call the Career Center hosting the workshop or email <a href="mailto:info@csswfny.com">info@csswfny.com</a> Space is limited				<b>1</b> (V) How to Get Funded for Training 12:30 – 1:30	<b>2</b>
	<b>5</b> (H) Basic Computer Skills 10:30 – 11:30	<b>6</b>	<b>7</b> (E) Virtual Interviewing 1:00 - 2:00	<b>8</b> (E) “Right” Your Resume 1:00 - 2:00 (E) Basic Computer 11:00 – 12:00	<b>9</b> (V) How to Get Funded for Training 2:00 – 3:00
	<b>12</b>	<b>13</b> (V) Interviewing Skills 2:00 – 3:00	<b>14</b> (E) Job Search Email Guide 1:00 - 2:00	<b>15</b> (***) ST Virtual Career Fair 11:00 - 2:00	<b>16</b> (B) Basic Computer Skills 1:30 – 2:30 (V) How to Get Funded for Training 9:00 – 10:00
	<b>19</b> All Centers Closed Juneteenth	<b>20</b> (E) Tackling Termination 1:00 – 2:00 (V) How to Get Funded for Training 10:30 – 11:30	<b>21</b> (E) Keeping Your Data Safe in a Digital World 1:00 - 2:00	<b>22</b>	<b>23</b>
*** <i>Upcoming Job Fairs:</i> 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>26</b> (V) How to Get Funded for Training 3:30 – 4:30	<b>27</b> (V) Basic Resume 11:00 – 12:00	<b>28</b> (E) Financial Literacy 1:00 – 2:00	<b>29</b>	<b>30</b>

			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>
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## WORKSHOP DESCRIPTIONS

**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.

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

**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.

**“Right” Your Resume** - During this workshop you will learn what is needed to create an effective resume. If time permits/information is available, a resume will also be created prior to end of workshop.

**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.

**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 is 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.

**Keeping Data Safe in a Digital World** - This workshop covers keeping your data safe now that everything from banking, to shopping, to job fairs and applying for work is all online. The need to have an increased awareness of keeping our data safe is of greater importance then it has ever been.

**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.

Creating pathways to better careers and economic growth

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