



ALL CAREER CENTERS EVENT CALENDAR March 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@csswfnyc.com To register call the Career Center hosting the workshop or email info@csswfnyc.com Space is limited			1 (E) The Many Facets of Soft Skills 1:00 - 2:00	2 (V) How to Get Funded for Training 3:30 – 4:30	3
	6	7 (E) Basic Computer Skills 10:30 – 11:30	8 (E) Keeping Your Data Safe in a Digital World 1:00 - 2:00	9 (E) Basic Resume 2:00 – 3:00	10 (H) Basic Computer Skills 1:30 – 2:30
	13	14 (V) How to Get Funded for Training 10:30 – 11:30	15 (E) Financial Literacy 1:00 - 2:00 (M) Basic Resume 2:00 – 3:00	16 (***) ST Virtual Career Fair 11:00 - 2:00	17 (B) Basic Computer Skills 1:30 – 2:30
*** <i>Upcoming Job Fairs:</i> ST Virtual Career Fair 3rd Thursday of each month Register: https://nysdolvirtual3.easyvirtulafair.com	20	21 (E) Targeting Your Resume 10:00 – 11:00	22 (E) Job Search Email Guide 1:00 - 2:00	23 (V) Basic Resume 11:00 – 12:00	24
	27 (V) How to Get Funded for Training 1:30 – 2:30	28	29 (E) Transferrable Skills 1:00 – 2:00	30	31
			Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>		

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.

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 than 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.

Transferable skills - This workshop will help focus on the following topics: What is the difference between hard and transferable skills? What is a skill set? How to apply your various skills to new employment opportunities.

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.

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!

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.

Creating pathways to better careers and economic growth

A proud partner of the  American Job Center network