

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		How to Get Funded for Training 10:30 – 11:30	*Cover Letters 1:00 – 2:00	Targeting Your Resume 10:00 – 11:00 St. James Open Interviews 11:00 – 2:00 Hornell VFW		
8	9	10	11	12	13	14
	Career Center Orientation 2:00 – 3:00		Basic Resume 1:00 – 2:00			
15	16	17	18	19	20	21
		Mastering Online Applications 10:30 – 11:30	*Confidence 1:00 – 2:00	How to Get Funded for Training 1:30 – 2:30		
22	23	24	25	26	27	28
		Preparing for Your Virtual Interview 2:00 – 3:00	*The Many Facets of Transferable Skills 1:00 – 2:00		Career Center Orientation 10:00 – 11:00	
29	30	31				
	All Career Centers Closed 					

Equal Opportunity Program *Auxiliary aids and services are available upon request to individuals with disabilities.*

***Workshops are in person in the Elmira Career Center**

Career Center Orientation - The CSS WFNY Career Center System provides an array of services to job seekers. This workshop offers an overview of the services offered in our system. From the technology and resources available once you are registered with us to one-on-one assistance for career guidance, skill level assessment, aptitudes, referral to training and much more. Ready to register? Start here with this overview.

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

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!

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 resume, why and when to use each one. It will explore the different parts required for an effective 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.

Confidence – Confidence can affect both your personal and your professional life. This workshop touches on the keys to confidence building including following the 5 P's...Positive Thinking, Practice, Presentation, Posture, and Purpose.

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 learn how to prepare your equipment, background, and yourself.

The Many Facets of 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.

To register for any of the above workshops, please [e-mail info@csswfny.com](mailto:info@csswfny.com) at least one full business day prior to each workshop. (Any registration request less than one full business day in advance may not guarantee a slot for that workshop). An e-mail confirmation and virtual invite will be sent to the participant after registration information and request is received and approved.

****Please note that workshop dates/times are subject to change or cancellation.
Notification of such changes will be given to all registrants at least two hours before that course begins***