

**ALL CAREER CENTERS
 EVENT CALENDAR
 NOVEMBER 2024**

Code for Centers ()	Monday	Tuesday	Wednesday	Thursday	Friday
(E) Elmira Career Center Workshops (607) 733-7131					1
(M) Montour Center Workshops (607) 535-6840					
(B) Bath Career Center Workshops (607) 776-7712	4	5	6 (E) Transferable Skills 1:00 - 2:00	7 (V) How to Get Funded for Training 12:00 – 1:00 (V) Targeting Your Resume 12:30 – 1:30	8
(H) Hornell Career Center Workshops (607) 324-8388					
(V) Virtual Workshops info@csswfnny.com To register call the Career Center hosting the workshop or email info@csswfnny.com Space is limited	11 ALL CAREER CENTERS CLOSED FOR VETERAN'S DAY	12	13 (E) The Many Facets of Soft Skills 1:00 – 2:00	14 (V) Career Exploration 10:30 – 11:30	15
(***) STVirtual Career Fair Register: https://nysdolvirtual3.easyvirtuallfair.com/user/register/step1	18 (H) Basic Computer Skills 1:30 – 2:30	19 (V) How to Get Funded for Training 2:30 – 3:30	20 (E) Researching the Interview 1:00 – 2:00	21 (***) STVirtual Career Fair 11:00 - 2:00 (V) Cover Letters 12:30 – 1:30	22
	25	26	27 (E) Dress for Success 1:00 – 2:00	28 ALL CAREER CENTERS CLOSED FOR THANKSGIVING	29 CSS WORKFORCE CENTERS CLOSED FOR THANKSGIVING
			Equal Opportunity Employer/Program— Auxiliary aids and services are available upon request to individuals with disabilities.		

WORKSHOP DESCRIPTIONS

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.

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.

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.

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.

Career Exploration - Attendees will be introduced to career assessments they can immediately utilize to identify their professional skills, interests, and values. Attendees will also learn about strategies and tools to use in their search for novel careers, as well as techniques to pinpoint career passions to guide career decisions.

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!

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

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.