





ALL CAREER CENTERS
EVENT CALENDAR
NOVEMBER 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@csswfny.com To register call the Career Center hosting the workshop or email info@csswfny.com Space is limited			1 (E) Virtual Interview 1:00 – 2:00	2 (E) Worker Protections 1:00 – 2:00	3 (V) How to Get Funded for Training 9:00 – 10:00
	6 (H) Basic Computer 1:30 – 2:30	7 (V) How to Get Funded for Training 3:30 – 4:30 	8 (E) First 90 Days 1:00 – 2:00	9 (E) The Mature Worker 1:00 – 2:00 (***) ST Virtual Career Fair 11:00 – 2:00	10 VETERAN'S DAY Career Centers Closed 
	13	14 (V) How to Get Funded for Training 1:30 – 2:30	15 (E) Basic Resume 1:00 – 2:00	16 (E) Networking 101 1:00 – 2:00	17 (B) Drop in for Help with Computer Skills 2:00 – 3:00
(***) ST Virtual Career Fair Register: https://nysdolvirtual3.easyvirtualfair.com/landing/index.htm	20 (V) How to Get Funded for Training 2:30 – 3:30	21	22 (E) Targeting a Resume 1:00 – 2:00	23 ALL CENTERS CLOSED FOR THANKSGIVING	24 CAREER CENTERS CLOSED FOR THANKSGIVING
	27	28 (E) Employment for Justice Involved 1:00 – 2:00	29 (E) Cover Letters 1:00 – 2:00	30 (V) How to Get Funded for Training 3:00 – 4:00	
			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.

Networking 101 - Why Network? Networking allows you the ability to make contact with people who can either give you information about potential job openings or introduce you to others who have this information. The ultimate goal of networking is to meet the person who has the authority to hire you for the job you want. This workshop will share some best practices for networking in today's workforce.

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.

Worker Protections – We will cover the New York State agencies charged with protecting worker's rights, the types of laws they enforce, the violations they encounter and what an employee can do when faced with an unsafe, unhealthy work environment.

First 90 Days - This workshop will help focus on the following topics: How to not lose your job in 90 days. The top reasons that employees lose their job in the first 90 Days.

Employment for the Justice Involved – Overview of clean slate and other resources available to assist the justice involved.

Mature Worker - Let's examine perceptions and realities of age discrimination in the job search, plus learn about winning strategies to help you move confidently towards your next job.

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.

Drop-In for Help with Computer Skills - If you need help with your computer skills for the job search or for building a resume, feel free to drop by the Career One Stop Center in Bath for one-to-one assistance from 2:00 to 3:30 PM.

Targeting a 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!

Creating pathways to better careers and economic growth

A proud partner of the  American Job Center network