












October 2020 Work Shop Calendar




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	Targeting Your Resume to A Position 5:30 -6:30	Tips and Tricks for Job Success 12:30 - 1:30	Online Applications in A Digital World 5:30-6:30	Cyber Security 11-12		Basic Budgeting 11-12
11	12	13	14	15	16	17
	Holiday	Resume Workshop 2-3	Creating Your Brand 10-11	Time Management 11-12 Budgetting 1:30 -2:30 Cyber Security 2-3		
18	19	20	21	22	23	24
		Digital Do's and Don'ts 2	Opportunity for Free Training Resources 10-11	Time Management 11-12 Cyber Security 2- 3		
25	26	27	28	29	30	31
	Tips and Tricks for Job Success 12:30 - 1:30			Resume Workshop 2-3	Confidence 9-10 am	
MEET THE EMPLOYER- Save the Dates!!!! Oct. 6, Oct 13, Oct. 15, Oct 20, Oct. 22, Oct 24, Oct 27, Oct 29 Details on the www.csswfny.com , Register through info@csswfny.com			To register for any of the above workshops, please e-mail 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 workshop begins*			




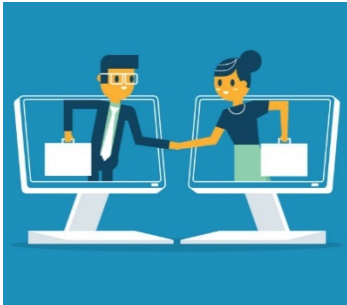
Workshop Descriptions

Workshop Title	Location	Course Description
<p>Budgeting <i>Presented by Rebecca Jamison/Carrienne Tribe-Filhart</i></p> 	Virtual (Microsoft Teams)	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.
<p>Creating an Effective Cover Letter <i>By Carrienne Tribe-Filhart</i></p> 	Virtual (Microsoft Teams)	<p>Cover letters are still valuable in today's workplace. Learn the basics of a cover letter to better prepare the application process.</p> <p>How is a cover letter used in the application process? Do's and Don'ts of creating a cover letter What are the different types of cover letters?</p>
<p>Creating a Resume/Resume Basics <i>Presented by Jon Smith/Carrienne Tribe-Filhart</i></p> 	Virtual (Microsoft Teams)	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.

<p>“Creating Your Brand” Presented by Carol English</p>  <p>© CanStockPhoto.com - csp60670051</p>	<p>Virtual (Microsoft Teams)</p>	<p>Creating Your Brand is about what your online presence says about you to an employer.</p> <p>Creating Your Brand is how to create the brand of yourself that you want the outside world to see.</p>
<p>Creating an Effective Cover Letter By Carrienne Tribe-Filhart</p> 	<p>Virtual (Microsoft Teams)</p>	<p>Cover letters are still valuable in today's workplace. Learn the basics of a cover letter to better prepare the application process.</p> <p>How is a cover letter used in the application process? Do's and Don'ts of creating a cover letter What are the different types of cover letters?</p>
<p>Confidence Kelly McGowan</p> 	<p>Virtual (Microsoft Teams)</p>	<p>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.</p>
<p>Cyber-Security Presented by Domenick Austin/Daveria Nick</p> 	<p>Virtual (Microsoft Teams)</p>	<p>When searching for a job your safety is very important. The same thing applies to job searching online. We will show you how to avoid scams and stay safe while finding that career building job.</p>

<p>“Digital Communication Do's & Don'ts” Presented by Laura West</p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop is designed to help individuals navigate digital interactions with businesses. With the move towards virtual interviews, meetings, and communications; familiarity and proper practices are becoming increasingly crucial. This workshop will touch on the do's and don'ts of digital communication with a business.</p>
<p>Got Training</p> 	<p>Virtual Teams</p>	<p>This workshop will discuss opportunities to increase your skills through the process of training. We will discuss resources to help you to receive training limited or no cost to you.</p>
<p>Let's go on an Adventure, Career Exploration Presented by Carrienne Tribe-Filhart</p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop will help focus on the following topics:</p> <p>Understanding your choices and option in choosing a fulfilling career.</p> <p>Learn what the next steps are in reaching your goal.</p>
<p>“Online Applications in the Digital World” Presented by Carrienne Tribe-Filhart</p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop will help focus on the following topics:</p> <p>Completing online applications, uploading required documents and understanding the Applicant Tracking System (ATS)</p>

<p style="text-align: center;">Researching the Company Before an Interview</p> <p style="text-align: center;"><i>Presented by Carol English</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>Getting through the job interview, phone screening seems to be tough these days. There are smart candidates who get through and step out for their first face to face interview in an organization. In order to impress the potential employer, the candidate needs to make an extensive research about the organization. This workshop will instruct you on how to get ahead in the interview process so that you can go to your interview loaded with knowledge about your potential employer.</p>
<p style="text-align: center;">“Resume Basics & Targeting the Position”</p> <p style="text-align: center;"><i>Presented by Carrienne Tribe-Filhart</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop is designed to help individuals learn how to format, target and understand why a resume is used for employment purposes.</p>
<p style="text-align: center;">“Tips and Tricks for Job Success”</p> <p style="text-align: center;"><i>Presented by Carrie Kearse</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>Job Skills is a strategy for success workshop, here you will get to know yourself and your current skills and how you can improve on them and be successful in the workplace.</p>

<p>Time Management <i>Presented by Daveria Nick</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop is intended to focus on the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success.</p>
<p>Understanding and Managing Conflict in the Workplace <i>Presented by Daveria Nick</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop provides participants with an understanding about conflict resolution which will help to identify the strengths and weaknesses of their approach and assist them to develop more effective methods to deal with conflict on the job. It will equip participants with the right tools and supports to effectively manage conflict in the workplace resulting in a more productive, healthy and effective overall personal wellness.</p>
<p>“The Many Facets of Transferable Skills” <i>Presented by Carrienne Tribe-Filhart</i></p> 	<p>Virtual (Microsoft Teams)</p>	<p>This workshop will help focus on the following topics:</p> <p>What is the difference between hard and transferable skills? What is a skill set? How to apply your various skills to new employment opportunities.</p>
<p>Virtual Interviewing <i>Presented by Kelly McGowan</i></p> 	<p>Virtual (Microsoft teams)</p>	<p>Virtual interviewing covers the types of virtual interviewing a job seeker may run into; what the different types are typically used for and how best to prepare for each type of interview.</p>

Virtual Job/Career Fairs

Presented by Carol English



Virtual (Microsoft Teams)

In today's digital world, Virtual Job/Career Fairs are going to be the way of the future. This workshop is a basic overview of what to expect with a Virtual Job/Career Fair and offers some tips and tricks to be successful in this new online platform.

"What is Networking?"

*Presented by
Carrienne Tribe-Filhart*



Virtual (Microsoft Teams)

This workshop will help focus on the following topics:

Network -

- 1) Know what it is.
- 2) Learn the importance and benefits from it
- 3) Tap into the "hidden job market."
- 4) Identify your networks
- 5) Learn when to say "NO"
- 6) Use the tools needed for networking.