

AUGUST 2010

Finger Lakes Works Calendar of Events

MON	TUES	WED	THURS	FRI
2 Training Options? 10:30-11:30	3 Kelly Services 9am sharp! Resume Workshop 1-4	4	5 Kelly Services 9am sharp!	6
9	10 Kelly Services 9am sharp! Ontario ARC recruit 10-12 Job Search Over 50 1:00	11	12 Kelly Services 9am sharp!	13
16 Training Options? 1:30-2:30	17 Kelly Services 9am sharp! Resume Workshop 1-4	18	19 Kelly Services 9am sharp! E-Learning Workshop** FLCC 1:30	20
23 Assessments for a New Career 1:30	24 Kelly Services 9am sharp! Job Search 101 1:00	25	26 Kelly Services 9am sharp!	27
30	31 Kelly Services 9am sharp! Interviewing Techniques 1:00			

For more info or to sign up for these FREE workshops, call:
Finger Lakes Works – NYS Department of Labor -315-789-1771
 70 Elizabeth Blackwell, Geneva, NY 14456

Resume Workshop

This workshop is designed for job seekers who either have never had a resume and also for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. (Up to 3 hours)

Training Options?

Finger Lakes Works has funds available to help people who need training either to change careers or enhance skills necessary for advancement to a better job. Our "Interested in Training" workshop is an orientation that provides information on what is needed to access these training funds available under the federal Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour) to help overcome challenges and use maturity to your advantage. (1 hour)

Job Search 101

Looking for a new job can be overwhelming. This workshop is designed especially for those who may have experienced a layoff and/or have not worked for a while. It will educate the job seeker to current tools available to help organize and conduct an effective job search. The basics of how and where to look for a job will be emphasized.

Stay connected!

Visit www.fingerlakesworks.com
www.labor.ny.gov



Interviewing Techniques

You got the interview, now what do you do? Register for this workshop. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview. (2 hours)

***Is E-Learning Right for Me?

See a demonstration and learn the pros and cons of self-directed online learning. If Finger Lakes Works' Metrix Learning system is right for you, you will be set up with a plan and an account. (1 hour) ***This workshop is held at FLCC, please ask greeter for details.

Assessments for a New Career

Group session with an Employment Counselor designed to assist in mapping out changes in career paths. A number of assessments are available to aid in determining the best path to take in changing vocational directions. (1 hour)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools



Workforce Development Offices
315-789-3131

Finger Lakes Community College
585.394.FLCC

VESID
315.789-0191

Wayne-Finger Lakes BOCES
1.800.527.1765

Geneva Housing Authority
315.789-8010