

August 2010

Seneca County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Experience Works 12:00 P.M. – 2:00 P.M.	4	5 WorkKeys 8:30 A.M. – 5:00 P.M.	6 GED Class 9:00 A.M. - 12:00 P.M. Resume 101 10:30 - 11:30
9	10 Experience Works 12:00 P.M. – 2:00 P.M.	11 GED Class 9:30 A.M. - 6:30 P.M.	12 WorkKeys 8:30 A.M. – 5:00 P.M.	13 GED Class 9:00 A.M. - 12:00 P.M.
16	17 Experience Works 12:00 P.M. – 2:00 P.M.	18 GED Class 9:30 AM -6:30 PM	19 WorkKeys 8:30 A.M. – 5:00 P.M.	20 GED Class 9:00 A.M. - 12:00 P.M. Interviewing Techniques 2:00 P.M. - 3:30 P.M.
23	24 Experience Works 12:00 P.M. – 2:00 P.M. Career Group 10:00-11:00	25 GED Class 9:30 AM -6:30 PM	26 WorkKeys 8:30 A.M. – 5:00 P.M.	27 GED Class 9:00 A.M. - 12:00 P.M. Basic PC Skills 3:00 P.M. - 4:00 P.M.
30	31 Experience Works 12:00 P.M. – 2:00 P.M.			

Career Group

Finger Lakes Works Career Center presents Career Group the last Thursday of every month 1-2 pm. Networking Is The Time-Honored Process Of Using Cordial Alliances And Information Referrals To Further One's Professional Advancement And Success. Networking Is A Two-Way Street. Members Call On Friends And Colleagues For Problem Solving, Information Gathering, Job Leads, Gaining Access To Role Models, And For General Support. In Turn, They Provide These Services To Peers And People On The Way Up. Come network with peers!

Experience Works

Need a job, but lack the skills employers want? If you are 55 or old, with very limited income and want to work, we may be able to help. Local Representative: Deb Ryan 315.255.1703 (ext 130)

Basic PC Skills

You will learn about the basics of the computer including: using the mouse effectively, the computer's environment, Microsoft Word, online application and search techniques and e-mail. Register at Finger Lakes Works - Seneca County @ (315) 539-1905.

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.

WorkKeys

WorkKeys is a job skills assessment program measuring “real world” skills that employers believe are critical to job success. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

WorkKeys is the basis for the **National Career Readiness Credential (CRC)**; a career credential that certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied Mathematics.

WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an on-line training program, Key Train, targeted to developing and increasing the WorkKeys skills.

**To sign up for one of our FREE workshops
or for more information contact:
Seneca County Workforce Development
1 DiPronio Drive, Waterloo, NY 13165
Phone: 315-539-1905 Fax: 315-539-3857**

(Please call ahead to register for workshops)