



February 2012

Finger Lakes Works

New York State Department of Labor

MON	TUES	WED	THURS	FRI
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6 Networking Career Club 2:00	7 Resume 101 – 1-4	8 Training Options 1:30	9 Interviewing Techniques 1:00	10
13 Networking Career Club 2:00	14 Training Options (google groups – online) 10am	15 Assessments for a New Career 1:30	16 PC Basics for Beginners 1:00	17 Navigating the Civil Service System 1:30
20 Office Closed in Observance of Presidents Day	21 Resume 101 – 1-4	22 Job Search Over 50 1:30	23 Interviewing Techniques 1:00	24 Beginning Microsoft Word 1:00
27 Networking Career Club 2:00	28	29 Training Options (google groups – online) 10am		

*Finger Lakes Works – New York State
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Sign up to receive weekly email updates of job leads for Ontario, Seneca, Wayne and Yates counties by emailing geneva@labor.ny.gov. Also, don't forget to ask about SMART job matching!

WORKSHOP DESCRIPTIONS

Resume 101

This workshop is designed for job-seekers who either have never had a resume and also for those whose resume may be outdated.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 to enhance skills necessary for advancement to a better job. Our "Training Options" workshop is an orientation that provides info on what is needed to access these funds available under the Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour)

Computer Basics for Beginners

This course is for people who are new to computers and want a guide to help them get started on the right track. The class will teach, in a simple but effective style, basic skills such as how to start and shut off your computer, and how to use a keyboard, mouse, and monitor. It will also showcase how to deal with some common problems you might experience when first using a computer. The course will start with a guided tutorial and will conclude with a question and answer session that provides attendees with an opportunity to address specific computer questions they might have.

Beginner Microsoft Word

In this course, we will show you some of the different features that Microsoft Word 2007 has to offer and how to utilize them to create documents and make the online job application process much easier. Specific topics covered in this course will be using menus and tabs, copying and pasting information, the undo and redo features, spacing and centering, font sizing and color changes, and how to save your work. We will also take you through an example of the online job application process while sharing time saving tips and common mistakes.

Interviewing Techniques

You got the interview, now what do you do? Register for this workshop! Learn what employers really want to know. Learn 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. Learn how to effectively answer tough questions and ask pertinent questions in an interview. (2+ hours)

Navigating the Civil Service System

Explore job opportunities within the civil service system—working for the city, county, state, or federal governments. Learn how to find jobs that match your career goals; how to apply, and how to prepare for a written exam, when one is required. (1.5 hour)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1.5 hour)

Assessments for a New Career

Group sessions with a 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 Club

Meet with a group of other job-seekers. Presenters will provide information and discussions on topics, varied weekly. Get help with strategies to find employment, networking, resume help, etc.

Los Fundamentos de Buscar Trabajo

Buscar un trabajo nuevo puede ser agotador. Este cursillo está diseñado particularmente para los que hayan sufrido una cesantía y/o no hayan trabajado por algún tiempo. Informará al/a la buscaempleo sobre las herramientas actuales que están disponibles para ayudar con la organización y el proceso de una búsqueda eficaz para trabajo. El cursillo pone énfasis en los elementos básicos de cómo y dónde buscar trabajo.