

**\*\*Customers MUST be registered and scheduled in advance to participate in Workshops.**

Have questions or want to sign up; email [signup@cnyworks.com](mailto:signup@cnyworks.com)

| Monday   | Tuesday  | Wednesday  | Thursday   | Friday                                | FEBRUARY Workshops |
|--|--|--|--|---------------------------------------|--------------------|
| Jan 28   | 29   | 30   | 31   | Feb 1                                 |                    |
| 4  | 5  | 6  | 7  | 8                                     |                    |
| Orientation/Overview of Services 11-12:30 PM<br>TABE Testing 1 – 3:30 PM | Orientation/Overview of Services 3:30-5 PM                                   | Orientation/Overview of Services 9-10:30 AM<br>Jump Start Your Job Search 2:00 – 3:30 PM | Orientation/Overview of Services 1-2:30 PM                                 | Linkedin Basics 11:00 – 12:30 PM      |                    |
| 11   | 12   | 13   | 14   | 15                                    |                    |
| Orientation/Overview of Services 11-12:30 PM                             | Orientation/Overview of Services 3:30-5 PM                                   | Orientation/Overview of Services 9-10:30 AM  | Orientation/Overview of Services 1-2:30 PM<br>Resume Basics 3:30 – 5:00 PM | Job Fair Preparation 11:00 – 12:30 PM |                    |
| 18   | 19   | 20   | 21   | 22                                    |                    |
| CNY Works Closed   | Resume Rescue 10:00 – 11:30 AM<br>Orientation/Overview of Services 3:30-5 PM | Orientation/Overview of Services 9-10:30 AM<br>Interviewing Skills 11:00 AM – 12:30 PM   | Mini Job Fair 10 – 1 PM  |                                       |                    |
| 25   | 26   | 27   | 28   | Mar 1                                 |                    |
| TABE Testing 9 -11:30 AM<br>Orientation/Overview of Services 11-12:30 PM | Orientation/Overview of Services 3:30-5 PM                                   | Orientation/Overview of Services 9-10:30 AM<br>Over Forty and Hired 11:00–12:30          | Orientation/Overview of Services 1-2:30 PM                                 |                                       |                    |

## Workshop Descriptions

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**email [signup@cnyworks.com](mailto:signup@cnyworks.com).**

**NOTE: Plan to arrive 10 minutes before start time.**

**\*In the event you cannot attend workshops after you have been signed up;  
Contact CNY Works immediately, (315) 473-8250**

| Workshops                         | Description   |
|-----------------------------------|---|
| <b>Budget Basics</b>              | <p><b><u>Budgeting Basics: How to Grow Your Dough with a Personal Spending Plan</u></b><br/> <i>Recommended for ages 18+</i><br/>                     A spending plan is an important part of financial planning because it helps you manage your money in a positive manner so that you can reach your financial goals. Steps for developing your own spending plan, determining fixed expenses, flexible spending, and financial goals will be covered.</p> |
| <b>Career Navigator</b>           | <p style="text-align: center;"><b>An Intensive Training Program for Job Search &amp; Success</b><br/> <b>Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future. Day 1:</b> Defining Strengths, <b>Day 2:</b> Search Strategies, <b>Day 3:</b> Resumes and Marketing Plans, <b>Day 4:</b> Communication and Decision Making, <b>Day 5:</b> Goal Setting and Accountability</p>                        |
| <b>Interviewing Skills</b>        | <p>Do you know how to <b>prepare</b> for a job interview? Are you intimidated by panel interviews? Are you lacking interview <b>confidence</b>? If so, this is the workshop for you! A fast-paced workshop to make your next interview more successful. <b>NO WALK-INS PLEASE!</b></p>  |
| <b>Intro to Google Docs</b>       | <p>Get an introduction to using Google Drive to store your documents, and Google DOCS to create those documents. Must have a Google email address.</p>  |
| <b>Job Fair Preparation</b>       | <p>How do I put my best foot forward at a Job Fair? Learn some tips on how to make the most of this networking opportunity. What should I do before I attend? What should I expect when I get there?</p>  |
| <b>Jump Start Your Job Search</b> | <p>Are you looking for ways to improve your odds in today's competitive job market? This workshop shows you how to: 1) increase the effectiveness of your online job search 2) create/improve your resume 3) properly prepare for a great job interview, and much more!</p>   |
| <b>Linkedin Basics</b>            | <p>What exactly is LinkedIn? Why should I use it? What can it do for me? Get an overview of this powerful job search networking tool.</p>   |
| <b>Over 40 and Hired</b>          | <p style="text-align: center;"><b>Over 40 and Hired: Reinventing Yourself for Job Search as a Mature Worker</b><br/>                     Experience counts! Learn how to sell your best features to an employer, to get the job. Use your age to your advantage. Make it easy to answer the question – "Why should I hire you?"</p>   |
| <b>Resume Basics</b>              | <p>Ninety minute workshop covering resume styles and content with an emphasis on what works and what doesn't. What do employers look for in a resume? Do you know how to deal with gaps in your work history, frequent job changes or a career change? Effective cover letters will be discussed as well. The workshop goal is to give you the tools to fine tune your current resume or create a new one.</p>  |
| <b>Résumé Rescue</b>              | <p>How is my resume? What can I do to make it better? Bring a copy of your resume to have it reviewed. Resume do's and don'ts will be covered, as well as formats and cover letters. Gaps in employment and career changes will be discussed as well.</p>   |
| <b>Tackle Your Debt</b>           | <p>Financial decisions you make today will greatly impact your future. When using credit you are spending your future income. This concept will be the backdrop of this session where learners will explore managing credit responsibly, how to improve and establish credit, and the meaning of credit scores and credit reports.</p>  |