

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

Have questions or want to sign up; email signup@cnyworks.com

Monday	Tuesday	Wednesday	Thursday	Friday	MARCH Workshops
			MAR 1 On the Job Training 11-12:30 PM Résumé Overview 1:30 – 3 PM	2	
5 Walk-In Resume Review 2:00 PM – 3:00 PM	6 Transferable Skills 10:30–12 PM Job Search Forum 1:00-4:00 PM	7 Orientation 9 & 2 PM	8 Jumpstart Your Job Search 9:00 – 10:30 AM Résumé Overview 1:30 – 3 PM	9	
12 Walk-In Resume Review 2:00 PM – 3:00 PM TABE Testing 1 – 3:00 PM	13 Interviewing Skills 1:00–3:00 PM	14 Orientation 9 & 2 PM Budget Basics 9:30 - 11 AM	15 On the Job Training 11-12:30 PM Résumé Overview 1:30 – 3 PM	16 Intro to Google Docs 2:00 – 4:00 PM	
19 Walk-In Resume Review 2:00 PM – 3:00 PM	20 Over 40 & Hired 1:00-3:30 PM	21 Orientation 9 & 2 PM Tackling Debt 9 – 10:30 AM	22 Jumpstart Your Job Search 9:00 – 10:30 AM Résumé Overview 1:30 – 3 PM	23	
26 TABE Testing 9 – 11:30 AM Walk-In Resume Review 2:00 PM – 3:00 PM	27	28 Orientation 9 & 2 PM	29 On the Job Training 11-12:30 PM Résumé Overview 1:30 – 3 PM	30	

Workshop Descriptions

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email 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
Budget Basics	<p><u>Budgeting Basics: How to Grow Your Dough with a Personal Spending Plan</u> <i>Recommended for ages 18+</i> 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>
Career Navigator	<p style="text-align: center;">An Intensive Training Program for Job Search & Success Jump start your job search with this 5-day interactive, strategic approach to proactively managing your future. Day 1: Defining Strengths, Day 2: Search Strategies, Day 3: Resumes and Marketing Plans, Day 4: Communication and Decision Making, Day 5: Goal Setting and Accountability</p>
Career Planning	<p>Career exploration is a continual process that requires gathering information about yourself and information about careers. Whether you are just beginning to think about a career or have a good idea of where you are heading this workshop provides information to assist you in understanding and applying the Career Planning process.</p>
Interviewing Skills	<p>Do you know how to prepare for a job interview? Are you intimidated by panel interviews? Are you lacking interview confidence? If so, this is the workshop for you! A fast-paced workshop to make your next interview more successful. NO WALK-INS PLEASE!</p>
Intro to Google Docs	<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>
Job Search Forum	<p>Have you been seeking work for a while and just don't know where else to look? Losing your motivation? In need of some job search tips to keep you going? Come on in to ask some questions, get some answers and get re-energized. Topics Covered: Job search websites including Civil Service, job search tips, follow up and interviewing.</p>
Jumpstart Your Job Search	<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>
On-the-Job Training	<p>This session discusses the On-the-Job Training program, which is a grant funded program used to offset employer training costs in the form of a partial wage reimbursement. It is a great hiring incentive for employers. It is also a great way to increase opportunities for job seekers who need additional skills training or who are seeking a career change. To find out more, please contact your career counselor. You must be referred by your career counselor to attend this session.</p>
Over 40 and Hired	<p style="text-align: center;">Over 40 and Hired: Reinventing Yourself for Job Search as a Mature Worker 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?” Any of the following are prerequisites – Job Search Forum, Interviewing Skills, Are You Ready for the Workforce? or Jumpstart Your Job Search</p>
Résumé Overview: Styles and Content	<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>
Tackle Your Debt	<p>Recommended for ages 18+. Learners will recognize and discuss a variety of loan types. Learners will consider and reflect on appropriate debt levels based on whether it is considered good debt or bad debt. They will also develop an effective debt pay-down strategy.</p>
Transferable Skills	<p>Considering a career change? Unsure how to identify your skills? Not sure what skills are important? If this sounds like you, Transferable Skills is the workshop for you. This workshop discusses hard skills versus soft skills; the importance of self-assessments and reasons for listing out your skills; skills you can take from one occupation to another; how to identify skills obtained through paid and unpaid employment; and strengths versus skills. Transferable Skills allows you to walk through the process via team exercises and a fictional case study “customer” so you can practice identifying skills.</p>
Walk-In Resume Review	<p>Already have a resume but would benefit from an individual resume critique. Walk-In - Monday's from 2PM -3PM - NO Appointment Needed!</p>