

****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 2 Orientaciones en Español 9-10AM Orientation/Overview of Services 11-12:30 PM Metrix Learning 1-2 PM Résumé Basics 1 – 2:30 PM	3 Orientation/Overview of Services 3:30-5 PM	4 Orientation/Overview of Services 9-10:30 AM Transferable Skills 1–2:30 PM	5 Résumé 101 8:30 – 10 AM Job Fair 10 AM-1 PM	6		
9 Orientaciones en Español 9-10AM Orientation/Overview of Services 11-12:30 PM Résumé Basics 1 – 2:30 PM	10 Résumé Rescue 8:30 – 10 AM Job Fair Prep 1:15 – 2:45 PM Orientation/Overview of Services 3:30-5 PM	11 Orientation/Overview of Services 9-10:30 AM	12 Orientation/Overview of Services 1-2:30 PM	13		
16 Orientaciones en Español 9-10AM Orientation/Overview of Services 11-12:30 PM Résumé Basics 1 – 2:30 PM	17 Interview Techniques 10:45-12:15 Metrix Learning 1-2 PM Orientation/Overview of Services 3:30-5 PM	18 Orientation/Overview of Services 9-10:30 AM Transferable Skills 1–2:30 PM	19 Résumé 101 8:30 – 10 AM Job Fair 10 AM-1 PM	20		
23 Orientaciones en Español 9-10AM Orientation/Overview of Services 11-12:30 PM Résumé Basics 1 – 2:30 PM	24 Résumé Rescue 8:30 – 10 AM Metrix Learning 1-2 PM Orientation/Overview of Services 3:30-5 PM	25 Orientation/Overview of Services 9-10:30 AM	26 Job Search Over Forty 10:45-12:15 PM Orientation/Overview of Services 1-2:30 PM	27		
30 Orientaciones en Español 9-10AM Orientation/Overview of Services 11-12:30 PM Résumé Basics 1 – 2:30 PM	31 Metrix Learning 1-2 PM LinkedIn 1:15- 2:45 PM Orientation/Overview of Services 3:30-5 PM					

Welcome to the CNY Works Career Center!

START YOUR JOB SEARCH JOURNEY HERE!

A full schedule of monthly offerings is available online at www.cnyworks.com.

Workshops	DESCRIPTION
Resume Basics	The first step in your job search journey is to create a resume that produces results! This 90-minute workshop covers resume formats and content. Learn the tools that will enable you to tell the story of your qualifications and experience to support your job search efforts. Resume Preparation Template listing information to gather for resume will be provided. (NOTE: Every new customer must take this workshop OR NYSDOL Moving Forward.) Offered every Monday after Orientation/Overview of Services Session.
Transferable Skills	In this workshop you will learn how to identify your functional skills (what you can and love to do) that “transfer” to your desired career or job goals. Showcasing your transferable (functional) skills in a resume geared to your strengths supports your job search efforts. Prerequisites: Resume (paper version) and job postings for positions to which you are applying.
Resume 101 (Computer Lab)	This hands-on computer workshop provides you with an opportunity to develop a basic “starter” resume to effectively outline your skills and experience. At the conclusion of this session, you will have electronic and paper versions of your resume. NOTE: Demonstrated computer proficiency is required to participate in this session. Prerequisites: PC Literacy 1 & 2 and Microsoft Word 1
Resume Rescue	Is your resume producing job leads? If the answer is “No”, learn what you can do to make your resume more appealing to employers in this workshop. Bring a copy of your resume for review and feedback. Suggestions on how to make your resume stand out to an employer, as well as revising your resume to support the job descriptions for positions for which you are applying will be provided.
Resource Center	Registered Career Center Customer Walk-in, No appointment necessary. Simply check-in at the Front Desk. The Resource Center Team provides guidance to self-directed job seekers via available computer workstations. Staff support with resume photocopying and faxing is available.
Metrix Learning Overview Session	Pre-requisite: PC Lit 1 & 2 , Workforce Advisor/DOL Specialist must register customers for this training with the Workforce Innovation Coordinator first and then on Appointment Plus. The Metrix Online Learning Software offers a comprehensive platform that delivers assessments, career exploration tools, career pathways, job search tools, and online skill training. If you are interested in Exploring Career Pathways (over 200+ occupations), Browsing the Catalog for essential industry skills (300+ tracks) or Completing Skillssoft Training (5000+ courses in Business/Desktop/IT or Prove it Assessments (demonstrate your abilities)), please meet with a Workforce Advisor or Department of Labor Service Representative to register.
Introduction to Google Docs	Get an introduction to using Google Drive to store your documents, and Google DOCS to create those documents. Must have a Google email address.
Job Search Over Forty	Mature workers face some unique challenges in the job search process. This workshop will discuss how to demonstrate positive characteristics of age, MythBusters, and methods of networking, as well as, provide tools to help overcome challenges and use maturity to your advantage.
Linkedin Basics	What exactly is LinkedIn? Why should I use it? What can it do for me? In this session, you will learn how this powerful job search-networking tool can “link” you to employers and job postings.
Interview Techniques	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.
Job Fair Preparation	Learn how to put your best foot forward at a Job Fair. Successful tips on how to make the most of this employer networking opportunity will be provided. Answers the questions - What should I do before I attend? What should I expect when I get there? What will I say?