

****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	SEPTEMBER Workshops
SEPT 2 <div style="border: 2px solid black; padding: 10px; text-align: center;"> Labor Day CNY Works CLOSED </div>	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 – 10:00 AM Job Fair 10:00-1:00 PM	6	
9 Orientation/Overview of Services 11-12:30 PM Résumé Basics 1:00 – 2:30 PM	10 Résumé Rescue 8:30 – 10 AM Orientation/Overview of Services 3:30-5 PM	11 Orientation/Overview of Services 9-10:30 AM	12 Jumpstart Your Job Search 8:30 – 10:00 AM Orientation/Overview of Services 1-2:30 PM	13 Job Fair Preparation 10:30-12:00 PM	
16 Orientation/Overview of Services 11-12:30 PM Résumé Basics 1:00 – 2:30 PM	17 Orientation/Overview of Services 3:30-5 PM	18 Orientation/Overview of Services 9-10:30 AM Transferable Skills 10:30-12 PM Interview Techniques 10:45-12:15	19 Résumé 101 8:30 – 10:00 AM Job Fair 10:00-1:00 PM	20 Budgeting Basics 10:30-12:00PM	
23 Orientation/Overview of Services 11-12:30 PM Résumé Basics 1:00 – 2:30 PM	24 Résumé Rescue 8:30 – 10 AM Orientation/Overview of Services 3:30-5 PM	25 Orientation/Overview of Services 9-10:30 AM LinkedIn 1- 2:30 PM	26 Jumpstart Your Job Search 8:30 – 10:00 AM Job Search Over Forty 10:45-12:15 PM Orientation/Overview of Services 1-2:30 PM	27 Tackle Your Debt 1:00-2:30PM	
30 Orientation/Overview of Services 11-12:30 PM Résumé Basics 1:00 – 2:30 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’re 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’re 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.
Jump Start Your Job Search	Are you looking for ways to improve your odds in today’s competitive job market? This workshop shows you how to increase online job search effectiveness, use networks to increase job search opportunities, prepare for job interviews, and much more!
Budgeting Basics: How to Grow your Dough with a Personal Spending Plan	Specific steps for developing your own spending plan will be reviewed. The 50-30-20 rule for determining fixed expenses, flexible spending, and financial goals will be applied in this session. The benefits of developing a personal spending plan, how to track income and expenses, and strategies for record keeping will be covered through a case study approach.
Tackle Your Debt	Learners will develop an effective debt pay-down strategy. They will also consider appropriate debt levels and reflect on what is considered good debt and bad debt. A basic budgeting framework is also discussed as part of scoring a debt reduction plan.
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 Technique	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?