

****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	DECEMBER Workshops
December 3 Orientation/Overview of Services 11-12:30 PM	4 Orientation/Overview of Services 3:30-5 PM	5 Orientation/Overview of Services 9-10:30 AM TABE Testing 1 – 3:30 PM	6 Orientation/Overview of Services 1-2:30 PM	7 LinkedIn Basics 11:00 – 12:30 PM	
10 Orientation/Overview of Services 11-12:30 PM	11 Orientation/Overview of Services 3:30-5 PM	12 Orientation/Overview of Services 9-10:30 AM	13 Orientation/Overview of Services 1-2:30 PM	14 Job Fair Preparation 11:00 – 12:30 PM	
17 TABE Testing 9 -11:30 AM Orientation/Overview of Services 11-12:30 PM	18 Interviewing Skills 1:00–3:30 PM Orientation/Overview of Services 3:30-5 PM	19 Orientation/Overview of Services 9-10:30 AM Over Forty and Hired 11:00–12:30 Tackle Your Debt 9:00 – 10:30 AM Budget Basics 10:30 – 12:00 PM	20 Mini Job Fair 9 – 2 PM	21 LinkedIn Basics 11:00 – 12:30 PM	
CNY Works Closed		26 Orientation/Overview of Services 9-10:30 AM	27 Orientation/Overview of Services 1-2:30 PM Interviewing Skills 2:00–4:00 PM	28	
31 Orientation/Overview of Services 11-12:30 PM					

Workshop Descriptions

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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>
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 Fair Preparation 11:00 – 12:30 PM	<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>
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>
LinkedIn Basic 11:00 – 12:30 PM	<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>
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 or Interviewing Skills</p>
Résumé 911	<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>
Tackle Your Debt	<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>
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>