

CNY Works, Inc. Workshops Schedule – FEBRUARY 2010 – www.cnyworks.com

****Customers MUST be scheduled in advance to participate in Workshops. Please contact your Career Advisor.**

Monday	Tuesday	Wednesday	Thursday	Friday
FEB 1 Résumé Overview 8:30 AM – 10:00 AM	2 Job Search Forum 9:30 - 12:30 PM Résumé/Interviewing Skills 3 – 4:30 PM Exploring Training Opportunities 5:00 PM – 6:30 PM	3 Résumé 911 8:45 AM & 10:15 AM One-on-One Resume Writing Lab 1, 2 & 3 PM	4 One-on-One Resume Writing Lab 10, 11 AM & 2 PM	5
8 Interviewing Skills 9:00–11:00 AM	9 Exploring Training Opportunities 5:00 PM – 6:30 PM	10 One-on-One Resume Writing Lab 1, 2 & 3 PM	11 One-on-One Resume Writing Lab 10, 11 AM & 2 PM	12 Exploring Training Opportunities 10:00 AM – 12:00 PM
15 Presidents' CNY WORKS CLOSED	16 Job Search Forum 9:30 - 12:30 PM Résumé/Interviewing Skills 3 – 4:30 PM Exploring Training Opportunities 5:00 PM – 6:30 PM	17 One-on-One Resume Writing Lab 1, 2 & 3 PM	18 One-on-One Resume Writing Lab 10, 11 AM & 2 PM	19 Exploring Training Opportunities 10:00 AM – 12:00 PM
22 Interviewing Skills 9:00–11:00 AM	23 Exploring Training Opportunities 5:00 PM – 6:30 PM	24 One-on-One Resume Writing Lab 1, 2 & 3 PM	25 One-on-One Resume Writing Lab 10, 11 AM & 2 PM	26 Job Search Forum 8:45 - 11:45 AM
MAR 1 Résumé Overview 9:00 AM – 10:30 AM	2 Job Search Forum 9:30 - 12:30 PM Résumé/Interviewing Skills 3 – 4:30 PM Exploring Training Opportunities 5:00 PM – 6:30 PM	3 Résumé 911 8:45 AM & 10:15 AM One-on-One Resume Writing Lab 1, 2 & 3 PM	4 One-on-One Resume Writing Lab 10, 11 AM & 2 PM	5

Workshop Descriptions

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Please contact your Career Advisor.

NOTE: Please plan to arrive 10 minutes before start time. If you have not checked in with Greeter Staff at least 5 minutes previous to start time, your seat may be considered for “Walk In” customers.

***Walk-In Policy** – If you are referred for a workshop as a “Walk-In” participant, you are not enrolled. Please show up as scheduled. If there is an available seat you will have seating based on the time you arrived at the One-Stop Career Center.

***In the event you cannot attend workshops after you have been signed up** – Please contact CNY Works immediately. A note will be added to your file and the space can be opened for another customer.

Workshops	Description
<p style="text-align: center;">Exploring Training Opportunities (ETO)</p>	<p>This workshop is designed to introduce you to JOB ZONE, a self-directed career assessment, which will provide you with occupational areas that match your career interests and work values. The facilitator will also acquaint you with O*NET, which serves as the nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. Information regarding CNY Works’ eligible training providers will also be provided</p>
<p style="text-align: center;">Job Search Forum</p>	<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.</p>
<p style="text-align: center;">Résumé Overview: Styles and Content</p>	<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>
<p style="text-align: center;">Résumé 911</p>	<p>How great is your resume? Come to "Resume 911" for an individual resume critique to find out. Limit of five people per hour. Please bring your resume and get ready to improve your important marketing piece!</p>
<p style="text-align: center;">One-on-One Résumé Writing Lab</p>	<p>Individual, hands on lab that will allow participants to create resume with assistance from Workshop Facilitators. Pre-requisite: Knowledge of Microsoft Word required. Attendees are encouraged to bring existing electronic resume or record of work history.</p>
<p style="text-align: center;">Interviewing Skills</p>	<p>A positive and direct approach to obtain a job with effective interviewing skills. Questions to ask the interviewer and questions you may be asked will be discussed.</p>
<p style="text-align: center;">Résumé/ Interviewing Skills</p>	<p>Key items are highlighted from the Résumé Overview and Interviewing Skills workshops.</p>