

**CNY Works, Inc. Workshops Schedule – AUGUST 2008 – [www.cnyworks.com](http://www.cnyworks.com)**

**\*\*Customers MUST be scheduled in advance to participate in Workshops. Please contact your Consultant.**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>AUG 4</b>	<b>5</b> Resume Overview 10 AM – 12 PM Exploring Training Opportunities 1:00 PM – 2:30 PM	<b>6</b>	<b>7</b> Job Search Forum 8:30 AM – 11:30 AM	<b>8</b> Job Finding Club 1:00PM – 2:30 PM
<b>11</b> Resume Overview 1 PM – 3 PM	<b>12</b> Interviewing Skills 9 – 11AM Job Search Forum 12:30 – 3:30 PM Exploring Training Opportunities 1:00 PM – 2:30 PM	<b>13</b>	<b>14</b> Navigating the Civil Service Maze 10 AM – 12:00 PM Resume Writing Lab 1:30 PM – 3:30 PM	<b>15</b> Job Search Forum 8:30 AM – 11:30 AM
<b>18</b>	<b>19</b> Resume Overview 10 AM – 12 PM Job Search Forum 12:30 – 3:30 PM Exploring Training Opportunities 1:00 PM – 2:30 PM	<b>20</b> Resume Writing Lab 1:30 PM – 3:30 PM	<b>21</b> Job Search Forum 8:30 AM – 11:30 AM	<b>22</b> Job Finding Club 1:00PM – 2:30 PM
<b>25</b> Resume Overview 1 PM – 3 PM	<b>26</b> Interviewing Skills 9 – 11AM Exploring Training Opportunities 10:30 AM – 12 PM	<b>27</b> Resume Writing Lab 1:30 PM – 3:30 PM	<b>28</b> Job Search Forum 8:30 AM – 11:30 AM	<b>29</b>
<b>SEPT 1</b> LABOR Day CNY WORKS Closed	<b>2</b>	<b>3</b>	<b>4</b> Job Search Forum 8:30 AM – 11:30 AM	<b>5</b> Job Finding Club 1:00PM – 2:30 PM

# Workshop Descriptions

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Workshops	Description
<p style="text-align: center;"><b>Exploring Training Opportunities</b></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;"><b>Job Search Forum</b></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;"><b>Resume Overview: Styles and Content</b></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;"><b>Resume Writing Lab</b></p>	<p>Hands on lab that will allow participants to create resume with assistance from Workshop Facilitators. <b><i>Pre-requisite: Resume Overview, knowledge of Microsoft Word required. Attendees are encouraged to bring existing resume or record of work history.</i></b></p>
<p style="text-align: center;"><b>Interviewing Skills</b></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;"><b>Navigating the Civil Service Maze</b></p>	<p>Are you interested in Civil Service but confused by the process? Sign up for a workshop on the Civil Service application process, which includes information on how to locate job openings and listings for State, County and Federal employment. Also, an in depth explanation of the different testing and hiring procedures for government agencies.</p>
<p style="text-align: center;"><b>Job Finding Club</b></p>	<p><b><i>Pre-requisite: Job Search Forum.</i></b> Develop better interviewing skills; create resumes, cover letters, and thank you letters. Learn proper job search techniques to better your chance of finding work. Focus: NETWORKING SKILLS</p>