

**CNY Works, Inc. Workshops Schedule – FEBRUARY 2012 – [www.cnyworks.com](http://www.cnyworks.com)**

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

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>FEB 1</b> Résumé Overview 10:00 AM – 11:30 AM	<b>2</b> Civil Service Maze 9:00 AM – 10:30 AM Résumé Overview 3:00 PM – 4:30 PM	<b>3</b>
<b>6</b> Job Search Forum 8:30 AM – 11:30 AM	<b>7</b> On-the-Job Training 9:00 AM – 11:00 AM Résumé Express Clinic 1:00 PM & 2:00 PM	<b>8</b> Interviewing Skills 12:15 PM – 2:15 PM	<b>9</b> Networking 10:00 AM – 11:30 PM Résumé Overview 3:00 PM – 4:30 PM	<b>10</b>
<b>13</b> Résumé Overview 9:00 AM – 10:30	<b>14</b> Résumé Express Clinic 9:00 AM & 10:00 AM Exploring Training Opportunities 11:00 AM – 12:30 PM	<b>15</b> Résumé Overview 10:00 AM – 11:30 AM	<b>16</b> Job Search Forum 8:30 AM – 11:30 AM Civil Service Maze 9:00 AM – 10:30 AM Résumé Overview 3:00 PM – 4:30 PM	<b>17</b>
<b>20</b> President's Day CNY WORKS Closed	<b>21</b> On-the-Job Training 9:00 AM – 11:00 AM	<b>22</b> Interviewing Skills 9:00 AM – 11:00 AM	<b>23</b> Networking 10:00 AM – 11:30 AM Résumé Overview 3:00 PM – 4:30 PM	<b>24</b>
<b>27</b> Résumé Overview 9:00 AM – 10:30	<b>28</b> Résumé Express Clinic 9:00 AM & 10:00 AM \$Financial Literacy\$ Pt 1 9:00 AM – 11:00 AM	<b>29</b> \$Financial Literacy\$ Pt 2 9:00 AM – 11:00 AM		

# Workshop Descriptions

**\*\*Customers MUST be scheduled in advance to participate in Workshops.  
Please contact your Career Advisor or email [signup@cnyworks.com](mailto:signup@cnyworks.com).**

**NOTE: Please plan to arrive 10 minutes before start time.**

*\*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
Exploring Training Opportunities	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. <b>NO WALK-INS PLEASE!</b>
Financial Literacy	2 days workshop, 2 hours each day Financial Literacy with Rick Hill from PEACE INC Learn about strategies for savings, how to create, understand and maintain a budget. Work with your credit and learn discipline.
Interviewing Skills	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. <b>NO WALK-INS PLEASE!</b>
Job Search Forum	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.
Navigating the Civil Service Maze	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.
Moving Forward Workshop	Looking for work but not sure how or where to start? Get the skills that can help keep your job search Moving Forward! Learn about Resume Basics, uncovering the Hidden Job Market, and Interviewing Skills. Get re-motivated and start Moving Forward.
Networking	<b>Pre-requisite: A viable resume.</b> Difficulty finding a job? Then this workshop is for you. Discover ways to uncover the Hidden Job Market, connect with those in the working world, and get much needed information that could land you your next job.
On-the-Job Training	This session discusses the <b>On-the-Job Training</b> program, which is a grant funded program used to offset employer training costs in the form of a partial wage reimbursement. It is a great hiring incentive for employers. It is also a great way to increase opportunities for job seekers who need additional skills training or who are seeking a career change. <b>To find out more, please contact your career counselor. You must be referred by your career counselor to attend this session.</b>
Résumé Express Clinic	How great is your resume? Come to "Resume Express Clinic" for an individual resume critique to find out. Limit of ten people per hour. <b>Please bring your printed resume and get ready to improve your important marketing piece! NO WALK-INS PLEASE!</b>
Résumé Overview: Styles and Content	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.