

February 2012

Seneca County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 GED 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	2 WorkKeys 8:30 A.M. - 12:00 P.M.	3 GED 9:00 A.M. - 12:00 P.M.
6	7	8 GED 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M. Training Options (Geneva) 1:30 P.M. - 2:30 P.M.	9	10 GED 9:00 A.M. - 12:00 P.M.
13 Budgeting Workshop 10:00 A.M. - 12:00 P.M. Job Club 1:00 P.M. - 2:30 P.M.	14 Training Options (Google Groups) 10:00 A.M. - 11:00 A.M. Basic PC Skills 10:00 A.M. - 11:00 A.M. Get a Job 1:00 P.M. - 4:30 P.M.	15 GED 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	16 WorkKeys 8:30 A.M. - 12:00 P.M.	17 GED 9:00 A.M. - 12:00 P.M. Training Options (Lyons) 10:00 A.M. - 11:30 A.M.
20 OFFICE CLOSED PRESIDENT'S DAY	21	22 GED 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M.	23 Interviewing Techniques 2:00 P.M. - 3:30 P.M.	24 GED 9:00 A.M. - 12:00 P.M.
27	28 Keep a Job 1:00 P.M. - 4:30 P.M.	29 GED 9:00 A.M. - 2:30 P.M. 3:30 P.M. - 8:00 P.M. Training Options (Google Groups) 10:00 A.M. - 11:00 A.M.		

Job Club

In this small group setting, learn more about the hiring and training subsidies that may help you to get your next job. Get ideas on how to approach the obstacles that may be sabotaging your job search activities. Ask questions and get clarification on a variety of topics. Learn more about how to upgrade your skills and prove your skills to employers.

Interviewing Techniques

You got the interview, now what do you do? Register for this workshop. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

Get a Job

This workshop covers the basic job searching techniques including career exploration, planning a work search, completing job applications, fact sheets, appropriate appearance and creating good first impressions. This workshop is for job seekers entering or re-entering the workforce. Please bring a professional email address, employment history including supervisor's name, phone number, pay history, education history, military history and references if applicable.

Keep a Job

Reviews essential skills for succeeding in the workplace. Topics include employer expectations, time management, conflict resolution, dealing with change, balancing work and family, interpersonal skills and workplace ethics. This workshop is for anyone who feels that they could use assistance in retaining or maintaining a job.

Training Options

The Google Groups presentation on training options will provide you with an opportunity to learn about the possibility of receiving financial aid while training for a new career or advancement in your current profession. The only requirement for this information session is that you have a google account to access the information. After signing up by calling (315)539-1905 or emailing rdevay@co.seneca.ny.us directions for creating a google account will be emailed to you. Finger Lakes Works Staff will be active in the group discussion to answer your questions on the spot.

Basic PC Skills

You will learn about the basics of the computer including: using the mouse effectively, the computer's environment, Microsoft Word, online application and search techniques and e-mail. Register at Finger Lakes Works - Seneca County at (315) 539-1905.

WorkKeys

WorkKeys is a job skills assessment program measuring "real world" skills that employers believe are critical to job success. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

WorkKeys is the basis for the **National Career Readiness Credential (CRC)**; a career credential that certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied Mathematics.

WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an on-line training program, Key Train, targeted to developing and increasing the WorkKeys skills.

Resume Session

This workshop is designed both for job seekers who have never had a resume and for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. Please call for information and to reserve your seat in this class.

**To sign up for one of our FREE workshops
or for more information contact:**

**Seneca County Workforce Development
1 DiPronio Drive, Waterloo, NY 13165
Phone: 315-539-1905 Fax: 315-539-3857**

(Please call ahead to register for workshops)