

August 2007Finger Lakes Works – Lyons, 30 Church Street, Lyons, NY 14489
www.co.wayne.ny.us

Phone: (315) 946-7491



<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1 Job Clubs Newark/FLCC 9:30-11:30 & Lyons/FLW 1-2:30	2 Job Club <u>Wolcott/Town Hall 9-11</u> Intro to PC Newark/DOL 2:00	3
6 Interviewing Workshop Newark/DOL 1-3	7 Job Club <u>Sodus/Library 1-3</u> Save Energy-Cook Once, Eat Twice Newark/CCE 9-1	8 Job Clubs Newark/FLCC 9:30-11:30 & Lyons/FLW 1-2:30 Resume 101 Newark/DOL 9-12 Interested in Training Lyons/CH 1:30-3:30 Making Ends Meet Newark/CCE 9-1	9 Job Club <u>Wolcott/Town Hall 9-11</u> Intro to PC Newark/DOL 2:00 Control Credit/Invest in a Health Future Newark/CCE 9-1	10
13 Winning Edge Newark/DOL 9-12	14 Job Club Sodus/Library 1-3	15 Job Clubs Newark/FLCC 9:30-11:30 & Lyons/FLW 1-2:30	16 Job Club <u>Wolcott/Town Hall 9-11</u> Intro to PC Newark/DOL 2:00	17
20	21 Job Club Sodus/Library 1-3	22 Job Clubs Newark/FLCC 9:30-11:30 & Lyons/FLW 1-2:30 Resume 101 Newark/DOL 9-12 Interested in Training Lyons/CH 1:30-3:30	23 Job Club <u>Wolcott/Town Hall 9-11</u> Intro to PC Newark/DOL 2:00	24
27	28 Job Club Sodus/Library 1-3	29 Job Clubs Newark/FLCC 9:30-11:30 & Lyons/FLW 1-2:30	30 Job Club <u>Wolcott/Town Hall 9-11</u> Intro to PC Newark/DOL 2:00	31

**IF YOU WOULD LIKE TO ATTEND A WORKSHOP PLEASE LET US KNOW!
CALL THE NUMBER SHOWN IN THE ATTACHED WORKSHOP SUMMARY.**

WORKSHOP/JOB CLUB LOCATIONS:

Lyons	CH – Courthouse, 26 Church Street, Lyons (<u>enter front door & go to the 1st door on the right.</u>)
Lyons	FEC - Family Education Center, 28 Canal Street, Lyons
Lyons	FL Works – Workforce Development, 30 Church Street (upstairs), Lyons
Newark	CCE – Cornell Cooperative Extension of Wayne Co. – Corner of Rte 88 and Hydesville Rd., Newark
Newark	FLCC – 1100 Technology Parkway, Newark (located off Rte 88 S - go to main entrance in front bldg)
Newark	DOL - NYS Division of Employment Services, 105 N. Main Street, Newark
Palmyra	TH - Palmyra Town Hall, 1180 Canandaigua Road, Palmyra
Sodus	Sodus Library, 17 Maple Avenue, Sodus
Wolcott	Wolcott Town Hall, 16 Lake Avenue, Wolcott

~~~ READ MORE ABOUT OUR JOB CLUBS ON THE NEXT PAGE ~~~

## **COME TO JOB CLUB!**

When you come to Job Club, you can expect to find professional staff to provide support, strategy, job leads, and resource information to help you find your next job

**Job Clubs are held every week (closed on holidays) and appointment times are not required.**

**Tuesday:** *Sodus Library, 17 Maple Avenue, Sodus, 1:00 – 3:00 pm.*

**Wednesday:** *Finger Lakes Works, 30 Church Street (upstairs), Lyons, 1-2:30 pm.  
Finger Lakes Community College, 1100 Technology Parkway, Newark,  
9:30 – 11:30 am (Go to the main entrance in the first building that faces Route 88 South)*

**Thursday:** *Wolcott Town Hall, 16 Lake Avenue, Wolcott, 9-11:00 am.*

## **WORKSHOP SUMMARIES**

### **WINNING EDGE WORKSHOP:**

If you are feeling unsure about your career direction, recently experienced a layoff and/or are not happy at your present job, then the Winning Edge workshop is for you. The Winning Edge workshop is an interactive three-hour session designed to help you gain a “Winning Edge” with your job search and other employment related objectives. While there, you will have the opportunity to speak to others about your situation. You will also learn about the most up to date and effective ways to find employment as well as get advice on how to be successful at your next job interview.

*To Enroll Call the Division of Employment Services (315) 331-2011*

### **INTERESTED IN TRAINING:**

If you are interested in receiving employment training funds we encourage you to attend this meeting. An explanation of how the application process works will be presented, including expectations and requirements. Also, we will administer to you a Basic Skills Assessment and a Career Interest Assessment. A follow up appointment will be necessary to complete the process and to determine eligibility.

*To Enroll Call the Finger Lakes Work – Lyons Office (315) 946-7491*

### **INTRODUCTION TO JOB SEARCHING**

A presentation on tips for job searching and uncovering the hidden job market.

*To Enroll Call the Finger Lakes Works – Lyons Office (315) 946-7491*

### **INTERVIEWING WORKSHOP:**

Being well prepared for a job interview will increase your chances of receiving a job offer. When you are well prepared for the interview, you will come across as self-confident and assured. Preparation in advance gives you an edge by eliminating the fear of the unknown, reducing the element of surprise, increasing your self-confidence, and allowing you to focus on the interview itself.

*To Enroll Call the Division of Employment Services (315) 331-2011*

**RESUME 101:**

Everyone should have a resume. Wayne Finger Lakes BOCES offers professional help to provide you with your own informative and effective resume.

*To Enroll Call the Division of Employment Services (315) 331-2011*

**INTRO TO PC:**

Looking for Work? Every Thursday between 2:00 – 4:00pm at the NYS Department of Labor, 105 North Main Street, Newark, you may come and find out how to use the computer to help you with your job search. You will get one-on-one assistance in using the computer to maximize possibilities using programs such as NYS Job Bank, America's Job Bank, Hot Jobs/Monster and newspapers.

*To Enroll Call the Division of Employment Services (315) 331-2011*

**SAVE ENERGY/COOK ONCE, EAT TWICE**

Explore the many ways to reduce your energy bills through no-cost or low-cost energy actions. You'll be able to choose ideas that work for your family and find out how much they will save you. Special incentives for attending all 3 Cornell Co-op workshops. These will be presented at the Cooperative Extension office on the corner of Route 88 and Hydesville Road in Newark.

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**MAKING ENDS MEET/STRETCH YOUR FOOD DOLLARS**

Discover the importance of setting goals, knowing where your money is currently going and following a spending plan. You'll also learn an assortment of techniques and strategies for taking control of one's financial well-being. FREE MONEY MANAGEMENT TOOLS ARE PROVIDED. These will also be held at the Cooperative Extension office in Newark.

*To Enroll Call the Finger Lakes Works-Lyons Office (315) 946-7491*

**CONTROL OF CREDIT/INVEST IN A HEALTH FUTURE**

Learn ways to reduce your debt and improve your credit rating. Learn to get out of debt without bankruptcy.

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*"Finger Lakes Works is an Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities" (Federal Register, Vol.64 No.218-61728)*

*"In Cooperation with the Workforce Investment Board."*

