




JULY 2010

Finger Lakes Works Career Center, 1519 Nye Road, Lyons, NY 14489
 Phone: (315) 946-7270



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1. <i>Basic Job Search Workshop 9:30-11:00am</i>	2.
5. <i>OFFICE CLOSED In Observance of Independence Day</i> 	6.	7.	8. <i>Assessment Tools For A New Career? <u>9:30-11:00AM</u></i> <i>Interviewing Workshop 1:30-3:00PM</i>	9.
12.	13. <i>Resume 101 Workshop 1:30-3:00PM</i>	14.	15. <i>Job Search Over 50 Workshop 9:30AM</i>	16.
19. <i>Metrix E- Learning 9:30 AM+ 1:30PM By Appt. Only</i>	20.	21.	22. <i>Training Options? <u>9:30-11:00AM</u></i> <i>Interviewing Workshop 1:30- 3:00PM</i>	23.
26.	27. <i>Resume 101 Workshop 1:30-3:00PM</i>	28.	29.	30.

Make sure you call ahead to sign up for a workshop!

***On Wednesdays, Finger Lakes Community College holds GED Class at our office, from 10a.m.-1p.m.
We encourage you to attend and earn your GED Certification!***

*"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."*

WORKSHOP SUMMARIES

BASIC JOB SEARCH: Looking for a new job can be overwhelming. This workshop is designed especially for those who may have experienced a layoff and/or have not worked for awhile. It will educate the jobseeker to current tools and resources available to help organize and conduct an effective job search. The basics of how, and where, to look for a job will be emphasized.

ASSESSMENT TOOLS FOR A NEW CAREER?: Group session with an Employment Counselor designed to assist in mapping out changes in career paths. A number of assessments are available to aid in determining the best path to take in changing vocational directions.

JOB SEARCH OVER 50: Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage.

TRAINING OPTIONS?: 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. A follow up appointment will be necessary to complete the process and to determine eligibility.

RESUME 101: Everyone should have a resume. Wayne-Finger Lakes BOCES offers professional help to provide you with your own informative and effective resume. This workshop will be presented by the Wayne-Finger Lakes BOCES, at the Finger Lakes Works Career Center.

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.

METRIX E-LEARNING: Online Courses in Computer Software, finance, IT and Business. Work anywhere High Speed Internet is available, anytime of Day or Night. Basic Computer Skills Required. Sessions held at FLCC in Newark. Schedule Appointments through Staff @ (315) 946-7270 Printed Certificate of Completion at end of Courses.