




March 2010

Finger Lakes Works Career Center, 1519 Nye Road, Lyons, NY 14489

Phone: (315) 946-7270

www.co.wayne.ny.us & www.labor.state.ny.us



<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
1.	2.	3.	4. Basic Job Search Workshop 9:30 -11AM	5. Resume 101 Workshop 10:00 – 11:30 AM What Job Seekers with Disabilities Need to Know Workshop 1-3pm
8. Interested in Training Workshop 1:30 – 3:00 PM	9. Resume 101 Workshop 1:30-3:00p.m.	10.	11. Start Your New Career 9:30-10:30a.m. Interviewing Workshop 1:30-3:00 p.m.	12.
15.	16.	17. <u>Happy St. Patrick's Day</u> 	18. Job Search Over 50 Workshop 1:30 – 3:00PM	19. Resume 101 Workshop 10:00-11:30 a.m.
22. Interested in Training Workshop 1:30 – 3:00 PM	23. Resume 101 Workshop 1:30-3:00p.m.	24.	25. Interviewing Workshop 1:30-3:00 p.m.	26.

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

***On Wednesdays, FLCC GED CLASSES at Finger Lakes Career Center from 10a.m.-1p.m.
Class Registration 8:30 – 10:00 AM***

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.
- START YOUR 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.
- 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. 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.
- WHAT JOB SEEKERS WITH DISABILITIES NEED TO KNOW:** Learn what you need to know about yourself and the labor market to get the best job for you. Get help with decisions about how much information to share with potential employers, when to disclose, and practical tips on how to do it. Learn what rights you have in the workplace.
- 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.