

# November 2016

*Be sure to call and register early; some sessions fill quickly!*  
 Finger Lakes Works Career Center, 1519 Nye Road, Lyons, NY 14489



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>October 31</b> <b>Metrix</b> <b>1:30 PM-3:30 PM</b>	<b>1.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM	<b>2.</b> <b>Jump Start Your Job Search Strategy</b> <b>11:00 AM-Noon</b>	<b>3.</b> <b>Interviewing Workshop</b> <b>10:00 AM-Noon</b>  <b>Veterans' Workshop: Applications on USAJobs.gov</b> <b>1:30 PM-2:30 PM</b>	<b>4.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  <b>Social Networking</b> <b>10:30 AM-12:00 PM</b>
<b>7.</b>	<b>8.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  High School Equivalency Open House 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:30 PM  <i>Work Keys @ WFL BOCES 8:30AM-12:30PM</i>	<b>9.</b> High School Equivalency Open House 8:30 AM-11:30 AM  <b>Making the Most of your Job Fair Opportunity</b> <b>9 AM-10:30 AM</b>  <b>Jump Start Your Job Search Strategy</b> <b>11:00 AM-Noon</b>	<b>10.</b> <b>Job Search Over 50</b> <b>10:00 AM-Noon</b>  <b>Resume 101*</b> <b>1:30 PM-3:30 PM</b>	<b>11.</b> <b>OFFICE CLOSED</b>
<b>14.</b> <b>Metrix</b> <b>1:30 PM-3:30 PM</b>	<b>15.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:30 PM	<b>16.</b> <b>Jump Start Your Job Search Strategy</b> <b>11:00 AM-Noon</b>	<b>17.</b> <b>Personal Skills for Success, Part 1*</b> <b>9:00 AM-3:00 PM</b>  <i>Wayne Co. Job Fair @ Palmyra VFW 1:00 PM-4:30 PM</i>  <b>Career Exploration and Training Options</b> <b>3:15 PM- 4:30 PM</b>	<b>18.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  <b>Personal Skills for Success, Part 2*</b> <b>9:00 AM-3:00 PM</b>
<b>21.</b>	<b>22.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:30 PM	<b>23.</b> <b>Resume Review Workshop</b> <b>10:00 AM-Noon</b>	<b>24.</b> <b>OFFICE CLOSED</b>	<b>25.</b> <b>OFFICE CLOSED</b>
<b>28.</b> <b>Metrix</b> <b>1:30 PM-3:30 PM</b>	<b>29.</b> WFL BOCES TASC Prep 8:30 AM-11:30 AM  ACCES-VR Information* 8:30 AM-12:30 PM	<b>30.</b> <b>Jump Start Your Job Search Strategy</b> <b>11:00 AM-Noon</b>	December 1 <b>Interviewing Workshop</b> <b>10:00 AM-Noon</b>  <b>Career Exploration and Training Options</b> <b>2:30 PM- 4:00 PM</b>	December 2 WFL BOCES TASC Prep 8:30 AM-11:30 AM

## **WORKSHOP SUMMARIES**

**CAREER EXPLORATION AND TRAINING OPTIONS:** This workshop was designed to help any customer considering a career change. We'll discuss how to choose a new career, how to find any training you may need, and how to pay for that training (hands on or in a classroom). There will also be information about employment training funds, including general eligibility requirements, the application process, and follow up expectations. A follow up appointment will be necessary to complete the process and to determine personal eligibility.

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

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

**JUMP START YOUR JOB SEARCH STRATEGY:** Looking for a new job can be overwhelming. Jump Start Your Job Search will educate you about current tools available to help organize and conduct an effective job search; the basics of how and where to look for a job will be included. We will also acquaint you with the many resources available through our office to help you in your job search including funding streams for training, Work Keys Career Readiness Credential, Metrix, Prove It, and Career Navigator.

**MAKING THE MOST OF YOUR JOB FAIR OPPORTUNITY:** Planning to attend the Wayne County Job Fair on November 17th? Do you want to use your time efficiently, make a great first impression, and exude confidence? Attending this workshop will assist you in: preparing all of your materials and dress, focusing on target companies, strategically planning your schedule, optimizing your face time, and following up with employers.

**METRIX:** Register to get access to over 7,000 free online skills training courses and hundreds of skills assessments. Attend this workshop and receive a 180-day license to take as many online courses as you would like. You can see what classes are available online at [metrixlearning.com/catalog-search.cfm](http://metrixlearning.com/catalog-search.cfm); certain classes are available in English, Chinese, and Spanish. **\*Limited Seating\***

**PERSONAL SKILLS FOR SUCCESS:** Learn the basic skills necessary to help you stay employed in any job setting. Conducted over 2 days, participation will earn you a Workforce Certificate of Completion for 10 hours of Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, Work Discipline, and Working in Teams. **\*2-Day Workshop\***

**RESUME 101\*:** Everyone should have a resume. Don't know where to start? Learn the important dos and don'ts of resume writing, when and why to use a chronological or functional resume, and how to turn your resume into a "sales brochure." Information about how to prepare cover letters will also be included.

**RESUME REVIEW:** RESUME PEER REVIEW: Bring a copy of your finished resume to be reviewed by your peers and our staff. You'll be amazed at all the positive suggestions you'll leave with! Report to the workshop with 1 paper copy of your resume. **\*Limited Seating\***

**SOCIAL NETWORKING:** Did you know that 80% of companies use social media to recruit? At our Social Networking Workshop you will learn how to take advantage of social networking sites such as LinkedIn, Facebook, and Twitter to help you in your job search. **\*Limited Seating\***

**VETERANS' WORKSHOP: APPLICATIONS ON USAJOBS.GOV:** Gain an understanding of the process that you (as a veteran) can use to find suitable job openings on the Federal civil service website. Thorough coverage of how to create a profile and federal resume will be included. You'll also learn how to effectively apply for leads through USAjobs.gov (because it's not as simple as it seems), and how to check on the status of your applications.

**ACCES-VR Information:** Meet with a Vocational Rehabilitation Counselor from ACCES-VR to learn about benefits and services available to individuals with disabilities interested in achieving and maintaining employment independent living through training, education, rehabilitation, and career development. Please request an appointment by calling 315-789-0292.

**High School Equivalency Open House:** Are you interested in learning about all of the free ways you can earn your high school diploma, or its equivalent? Come and meet with an instructor from Wayne-Finger Lakes BOCES to learn about your options and talk about which method best suits your needs-TASC Prep classes, or the National External Diploma program. Come on Tuesday to see a class in action, or come on Wednesday to chat. Or, you could come both days!

**OSHA 10 Hour General Industry and Safety Training:** W-FL BOCES has funding to provide free OSHA 10-Hour Industry Health and Safety Certifications for their HSE students. As a courtesy, classes that have seats available will welcome non-BOCES students, free of charge. Target audience: laborers, warehouse workers, manufacturing and health care professionals, foremen, job supervisors, and inspectors in general industry activities. **\*To register, please contact Marc Gordon at 315-946-5709 at least 1 day before the first session. \*Limited Seating\* \*4-Day Workshop\***

**TASC Prep:** As of January 2014, New York State has replaced the GED exam with the Test Assessing Secondary Completion (TASC) exam. After successful completion of the examination you will earn a New York State High School Equivalency (HSE) Diploma.

**Wayne County Job Fair @ Palmyra VFW (4306 NY-31, Palmyra, NY):** It's the 20<sup>th</sup> year we've hosted this event! Come dressed for success and ready to interview (don't forget your resume)! Look for the Army tank if you're not familiar with the VFW. We have a list of participating employers available online. Co-Sponsored by: Finger Lakes Works & the NYS Department of Labor, Wayne County Industrial Development Agency, Wayne Economic Development Corp., Wayne County Business Builders, Wayne County Business Council; WACK Radio

**Work Keys (Held at the Wayne-Finger Lakes BOCES Newark Campus):** Employers want workers who can read, apply math, locate information, and demonstrate "soft" skills. WorkKeys tests reading, math and locating information; high scores can qualify you for a Career Readiness Credential. This credential will help show employers that you are a qualified candidate. Learn more at <http://www.act.org/workkeys/careerseekers>. Nervous test taker? **Key Train** is a program is used to prepare for taking WorkKeys. It focuses on the knowledge and abilities important for success in the workplace by measuring "soft" skills such as work habits, communication skills, workplace effectiveness, and business etiquette. The "Soft Skills Suite" helps improve skills critical for on-the-job success! **You must register in advance.**