

September 2019

Be sure to call and register early; some sessions fill quickly!
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2. Office Closed 	3. WFL BOCES TASC Prep 8:30 AM-11:30 AM	4.	5. Interviewing Workshop 10:00 AM-Noon	6. WFL BOCES TASC Prep 8:30 AM-11:30 AM Jump Start Your Job Search Strategy 11:00 AM-Noon
9. Metrix 1:30 PM-3:30 PM	10. WFL BOCES TASC Prep 8:30 AM-11:30 AM	11. Jump Start Your Job Search Strategy 11:00 AM-Noon Work Keys 8:30am-12:30pm	12. Job Search Over 50 10:00 AM-Noon Resume 101+ 1:30 PM-3:30 PM	13. WFL BOCES TASC Prep 8:30 AM-11:30 AM
16.	17. WFL BOCES TASC Prep 8:30 AM-11:30 AM	18. Jump Start Your Job Search Strategy 11:00 AM-Noon	19. Resume Review Workshop 10:00 AM-Noon	20. WFL BOCES TASC Prep 8:30 AM-11:30 AM Social Networking 10:30 AM-12:00 PM
23. Metrix 1:30 PM-3:30 PM	24. WFL BOCES TASC Prep 8:30 AM-11:30 AM	25. Jump Start Your Job Search Strategy 11:00 AM-Noon	26. Career Exploration and Training Options 2:30 PM-4:00 PM	27. WFL BOCES TASC Prep 8:30 AM-11:30 AM Personal Skills for Success 9:00 AM-12:00 PM
30.	Oct. 1. WFL BOCES TASC Prep 8:30 AM-11:30 AM	Oct. 2. Jump Start Your Job Search Strategy 11:00 AM-Noon	Oct. 3. Interviewing Workshop 10:00 AM-Noon	Oct. 4. WFL BOCES TASC Prep 8:30 AM-11:30 AM

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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." How are we doing? Please ask at the front desk for a Customer Satisfaction Survey and let us know what you enjoyed, what you'd like to see more of, and how we can improve the services we offer!

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. You must attend to gain access to InterviewStream (nysdol.interviewstream.com).

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.

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; 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. Successful completion will earn you a Workforce Certificate of Completion for Soft Skills Training, as chosen by regional business and industry leaders. These skills are critical to quality employees: Self Awareness, Interpersonal and Work Communications, and Work Discipline.

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***

WORK KEYS: 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.**

WFL BOCES 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.