

# February 2020

*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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[www.fingerlakesworks.com](http://www.fingerlakesworks.com)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3.	4. WFL BOCES TASC Prep 8:30 AM-11:30 AM	5. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	6.	7. WFL BOCES TASC Prep 8:30 AM-11:30 AM
10.	11. WFL BOCES TASC Prep 8:30 AM-11:30 AM	12. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon  <b>Work Keys</b> 8:30am-12:30pm	13.	14. WFL BOCES TASC Prep 8:30 AM-11:30 AM  <b>Personal Skills for Success</b> 9:00 AM-12:00 PM
17. <b>OFFICE CLOSED</b> *****  <b>PRESIDENTS DAY!</b> *****	18. WFL BOCES TASC Prep 8:30 AM-11:30 AM	19.	20. <b>Career Exploration and Training Options</b> 2:30 PM-4:00 PM	21. WFL BOCES TASC Prep 8:30 AM-11:30 AM  <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon
24.	25. WFL BOCES TASC Prep 8:30 AM-11:30 AM	26. <b>Jump Start Your Job Search Strategy</b> 11:00 AM-Noon	27. <b>SkillUp</b> 10:30 AM-11:00 AM  <b>Interviewing Workshop</b> 1:30 PM-3:30 PM	28. WFL BOCES TASC Prep 8:30 AM-11:30 AM  <b>Social Networking</b> 10:30 AM-12:00 PM

A proud partner of the American Job Center network

*"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. 2 (8-61728) "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).

**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.

**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.

**SKILLUP/METRIX:** If you are interested in upgrading your computer skills and would like to take online courses at your own pace, SkillUp/Metrix may be for you. SkillUp/Metrix is a self-directed online learning program you can access anywhere with high-speed internet.

**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.

**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.