

8:30 a.m. – 4:30 p.m. Monday through Friday
 171 E. State St./Martin Luther King Jr. St. Center Ithaca, Suite 241, Ithaca, NY 14850
 Phone: (607) 272-7570 Ext. 118 TTY: (607) 272-3285, Fax: (607) 272-2835
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Monday	Tuesday	Wednesday	Thursday	Friday
1 Metrix Overview Session 10:00 - 11:00 a.m. <hr/> NYS High School Equivalency Orientation Room C 10 a.m. - Noon	2	3 Professional Opportunity Developers 9:00 - 11:00 a.m.	4	5 Meet the Employer Information Sessions: <hr/> Stork H&E Turbo Blading 9:00 – 11 a.m. <hr/> Cornell 1:00 - 3:30 p.m.
8 Resume Writing & Critique Workshop 10:00 a.m. - 12:00 Noon <hr/> Civil Service Workshop 1:00 - 2:00 p.m.	9	10 Conquering the Interview Workshop 9:00 - 11:00 a.m.	11 Older Worker Workshop 10:00 a.m. - 12 Noon <hr/> Professional Opportunity Developers 9:00-11:00 a.m. @ TCPL	12
15 Bridging the Gap Workshop 1:00 - 3:00 p.m.	16 US Census Bureau Meet the Employer Testing: 9-10:30 a.m. Interviews: 10:30-4:30 p.m.	17 Metrix Overview Session 1:00 - 2:00 p.m.	18	19 Binoptics Meet the Employer Session 1:00 – 3:00 p.m.
22	23 	24	25 Office Closed  Christmas Day	26
29	30	31		

All workshops are offered at no cost to you and will be held at the Career Center unless otherwise indicated. However, space is limited and registration is required. Please call (607) 272-7570 ext.118, or register at the front desk. Tompkins Workforce is an Equal Opportunity Employer/Employment Service.

View all New York State Career Center Events at:
www.labor.ny.gov then Individuals/Job Seekers/Career Events

DECEMBER 2014 WORKSHOP DESCRIPTIONS

Metrix E-Learning Information Sessions:

Monday, December 1st, 10 – 11 a.m. and Wednesday, December 17th, 1:00 – 2:00 p.m.

Metrix E-Learning is an online skills and job-related training program that contains over **6,000 Courses**.

Courses range in topics from accounting, leadership, healthcare, and computer programming, etc.

Once registered, customers have accounts with unlimited access for 90 days.

Please note: This workshop requires a mid-level competency with computers.

If you want to learn basic computer skills, please speak with a counselor at the Resource Desk.

NYS High School Equivalency Orientation: Monday, December 1st, 10 a.m. – Noon, Room C

New York State has chosen the TASC (Test Assessing Secondary Completion) for the HSE exam.

Passing the HSE exam is one way adults and out of school youth who did not finish high school can get a high school equivalency diploma.

If interested call: 607-257-1561 or go to www.tstbooces.org to sign up.

Professional Opportunity Developers Group Meeting: Wednesday, December 3rd at (TWFNY) and Thursday, December 11th at Tompkins County Public Library (TCPL); both meet from 9:00 – 11 a.m.

Network with people who previously held executive level or highly technical positions.

Stork H&E Turbo Blading Meet the Employer Information Session: Friday, December 5th, 9:00 – 11 a.m.

A representative from Stork H&E Turbo Blading, Inc. will provide information on their company. Current openings include: CNC Machinists, Polishers, Quality Control Inspectors, Mechanical Design Engineer, and CMM Programmer/Inspector.

Cornell University Meet the Employer Information Session: Friday, December 5th, 1:00 – 3:30 p.m.

A Cornell Human Resources representative will discuss job search tips, application process, and over-all information about working at Cornell University.

Resume Writing & Critique Workshop:

Monday, December 8th, 10 a.m. – 12 Noon

Learn the latest in resume writing strategies and tips. Learn what to do vs what not to do. Bring your resume and participate in a critique session that will surely improve your chances for an interview! Participants should have a resume prepared in advance for this session.

Civil Service Workshop: Monday, December 8th, 1 – 2 p.m.

Learn how to look up exam and vacancy information for various forms of government. Will look at the application process and provide an understanding of navigating the process.

Conquering the Interview Workshop: Wednesday, December 10th, 9 – 11 a.m.

Preparing for your job interview can be a challenge. This workshop will help you to overcome this challenge by teaching you how to: research and prepare prior to an interview, what to expect during an interview, how to follow up after an interview, and how to avoid common problems

Job Search Tips for Older Workers: Thursday, December 11th, 10:00 a.m. - 12:00 Noon

Is age discrimination real? Have you ever been called "over qualified"? Are older adults being stereotyped? Discuss these topics and more in a forum for job seekers who are considered "older".

Topics will include myths about the older worker, changes in job search methods, realities of the current job market, and ways to deal with them.

Bridging the Gap Workshop about Education, Training, & Career Decisions:

Monday, December 15th, 1 – 3 p.m.

Thinking about going to school for a certificate or a degree? Are you thinking about training to improve skills or to learn a new skill? Do you need information on what's available locally, who to talk to and how to begin? The Bridging the Gap Workshop will cover what is available locally for training, degree programs, certificates, and funding sources. It will also cover local labor market information to help provide the guidance needed to make such a valuable career decision.

US Census Bureau Meet the Employer Session: Tuesday, December 16th, 9:00 a.m. – 4:30 p.m.

Applicants must e-mail:

New.York.recruit@Census.gov with your complete address and telephone number to sign up for this event.

9:00-10:30 a.m.: The US Census Bureau will be giving written tests for Field Representatives after a brief introduction.

10:30 a.m. – 4:30 p.m.: Upon successful completion of the written test, applicants will be given a time slot for later in the day for a mock interview and a structured interview.

Binoptics Meet the Employer Session: Friday, December 19th, 1:00 – 3:00 p.m.

Binoptics Corporation manufactures laser components. Binoptics current products include lasers used in telecommunications and data warehouses. Binoptics currently has several positions available, from Fabrication Operator to Vice President of Development. Current openings and information on how to apply can be found on their website: www.binoptics.com