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*Partners Working Together...  
Making Your Employment Connection  
For Today & Tomorrow*

**June 2015**

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

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Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5 <b>Cornell Meet the Employer Session 1:00-3:00 p.m.</b>
8	9 <b>Conquering the Interview Workshop 1:00-3:00 p.m.</b>	10 <b>Metrix I 10:00-11:00 a.m.</b>	11 <b>Sector Series #6 Educational Services @ TCPL 9:00-11:00 a.m.</b> ----- <b>Civil Service Workshop 11:00-12 Noon</b>	12 <b>Metrix II 10:00-11:00 a.m.</b>
15	16	17 <b>Older Worker Workshop 10:00 a.m.-12 Noon</b> ----- <b>Job Search Basics For the Ex-Offender 9:00-10:00 a.m.</b>	18 <b>Bridging the Gap Workshop 10:00 a.m.-12 Noon</b>	19
22	23	24 <b>Metrix I 10:00-11:00 a.m.</b>	25 <b>Professional Opportunity Developers 9:00-11:00 a.m.</b>	26 <b>Metrix II 10:00-11:00 a.m.</b>
29	30	<b>June 21<sup>st</sup> Summer Begins !</b>		

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

View all New York State Career Center Events at [www.labor.ny.gov](http://www.labor.ny.gov) then Individuals/JobSeekers/Career Events

## JUNE 2015 WORKSHOP DESCRIPTIONS

### **Cornell University Meet the Employer Session: Friday, June 5<sup>th</sup>, 1:00-3:00 p.m.**

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

### **Conquering the Interview Workshop: Tuesday, June 9<sup>th</sup>, 1:00-3:00 p.m.**

Preparing for your job interview can be a challenge. This course will help you 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 avoiding common problems.

### **Metrix I - E-Learning Information Session: Wednesdays, June 10<sup>th</sup> and 24<sup>th</sup>, 10:00-11:00 a.m.**

**Metrix** E-Learning is an online skill 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 to the counselor on the Resource Desk.**

### **Sector Series #6: Thursday, June 11<sup>th</sup>, 9:00-11:00 a.m.**

This month's Sector Series will feature a panel of speakers who have local job openings in the **Educational Services Industry**. Panelists will represent entry level to advanced level positions, and share information regarding skills, education, certifications and experience that are necessary to obtain the positions. TWFNY invites job seekers from the general public to attend one or all of these free sessions. You will hear from panelists, network, and gain up-to-date knowledge of the local labor market.

**Panelists** (representing local businesses and organizations) and job-seekers will learn about On-the-Job-Training funds available through Tompkins Workforce NY, and how they can utilize those funds.

Because these sessions start at 9 a.m. (and the library doesn't open until 10 a.m.), please use the side entrance door to the library.

### **Civil Service Workshop: Thursday, June 11<sup>th</sup>, 11:00-12 Noon.**

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.

### **Metrix II - E-Learning Information Session: Fridays, June 12<sup>th</sup>, and 26<sup>th</sup>, 10:00-11:00 a.m.**

Qualifying participants of the **Metrix I Information Session** will be registered for a 90-day Metrix access ticket.

### **Job Search Basics for Individuals with a criminal background, Wednesday, June 17<sup>th</sup>, 9:00-10:00 a.m.**

We will cover understanding your rights and responsibilities to help you with your job search.

### **Job Search Tips for Older Workers: Wednesday, June 17<sup>th</sup>, 10:00-12 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:**

#### **Thursday, June 18<sup>th</sup>, 10:00 a.m.-12 Noon.**

Thinking about going to school for a certificate or 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.

### **P.O.D. Professional Opportunity Developers: Thursday, June 25<sup>th</sup>, 9:00-11:00 a.m.**

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



