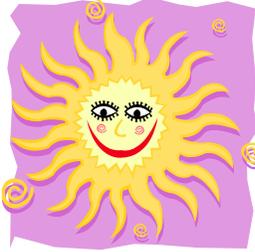


8:30am – 4:30pm. Monday through Friday  
 171 E. State St./Martin Luther King Jr. St. Center Ithaca, Suite 241, Ithaca, NY 14850  
 Phone: (607) 272-7570 Ext. 118 TTY: (607) 272-3285, Fax: (607) 272-2835  
 E-mail: [firststop@tompkins-co.org](mailto:firststop@tompkins-co.org)

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 <b>Metrix Information Session</b> 3:00 - 4:00 p.m.	4 <b>Professional Opportunity Developers Group Meeting</b> 9:00 - 11:00 a.m.	5	6 <b>Cornell Meet The Employer Session</b> 1:00 - 3:30 p.m.
9	10	11 <b>Conquering the Interview Workshop</b> 10:00 a.m. – 12 NOON	12	13
16	17 <b>Jobseekers with Disabilities Workshop</b> 9:00 - 11:00 a.m.	18 <b>Metrix Information Session</b> 10:00 - 11:00 a.m.	19 <b>Professional Opportunity Developers Group Meeting</b> 9:00 - 11:00 a.m.	20 <b>Civil Service Workshop</b> 10:00 - 11:00 a.m.
23 <b>Bridging the Gap Workshop</b> 10:00 a.m. - 12 NOON	24	25	26 <b>Walmart Meet the Employer Session</b> 10:00 - 11 a.m.	27 <b>TCAT Meet The Employer Session</b> 9:00 – 10:30 a.m.
30		June 21 <sup>st</sup> Summer Begins !		

*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.*

## JUNE 2014 WORKSHOP DESCRIPTIONS

### **Metrix E-Learning Information Session:**

**Tuesday, June 3<sup>rd</sup> 3:00-4:00 p.m., and Wednesday, June 18<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.**

### **P.O.D. Professional Opportunity Developers:**

**Wednesday June 4<sup>th</sup>, and Thursday June 19<sup>th</sup>, 9:00-11:00 a.m.**

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

### **Cornell University Meet the Employer Session: Friday, June 6th, 1:00-3:30 p.m.**

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

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

**Monday, June 23<sup>rd</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.

### **Conquering the Interview Workshop: Wednesday, June 11th, 10:00-12:00 NOON**

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.

### **Jobseekers with Disabilities Workshop: Tuesday June 17th, 9:00-11:00 a.m.**

You will learn rights and responsibilities in the workplace related to the Americans with Disabilities Act: the pros and cons of disclosure, reasonable accommodations, and work incentives and resources to help you get back to work or retain employment.

### **Civil Service Workshop: Friday, June 20<sup>th</sup>, 10:00-11:00 a.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.

### **Walmart Meet the Employer Session: Thursday, June 26<sup>th</sup>, 10 a.m.-11:00 a.m.**

Walmart in Ithaca has several immediate openings including cashiers, deli positions, Garden Center and truck unloaders. Positions are available on all shifts. Come to hear about the advantages of working for the largest retailer in the world!

### **TCAT Meet the Employer: Friday, June 27<sup>th</sup>, 9:00-10:30 a.m.**

TCAT (Tompkins County Area Transit) is hiring Bus Drivers at \$17.99/hour. A CDL license is preferred, but not required. Excellent customer service skills are essential. Come to this meeting to learn what it takes to succeed as a Bus Driver.