

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  
 E-mail: [firststop@tompkins-co.org](mailto:firststop@tompkins-co.org)

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5 <b>Professional Opportunity Developers</b> 9:00 - 11:00 a.m.	6 <b>Cornell Meet the Employer Information Session</b> 1:00 - 3:00 p.m.
9 <b>Metrix Overview</b> 10:00 a.m. - 12:00 p.m.	10	11	12	13
16 <b>Bridging the Gap</b> 10:00 a.m. - 12:00 p.m.	17	18 <b>Conquering the Interview Workshop</b> 9:00 - 11:00 a.m. ----- <b>Binoptics Meet the Employer Information Session</b> 3:00 – 4:00 p.m.	19 <b>Sector Series #3: Manufacturing at TCPL</b> 9:00 - 11:00 a.m.	20 <b>Ithaca College Meet the Employer Information Session</b> 9:00 - 11:00 a.m. ----- <b>Civil Service Workshop</b> 1:00 - 2:00 p.m.
23	24	25 Therm <b>Meet the Employer Information Session</b> 9:00 – 10:30 a.m. ----- Technology At TC3 2:00 – 3:00 p.m.	26 <b>Older Worker Workshop</b> 10:00 a.m. - 12:00 p.m.	27
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](http://www.labor.ny.gov) then Individuals/Job Seekers/Career Events

## **MARCH 2015 WORKSHOP DESCRIPTIONS**

### **Professional Opportunity Developers Group Meeting: Thursday, March 5<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 Information Session: Friday, March 6<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.

### **Metrix E-Learning Information Sessions: Monday, March 9<sup>th</sup>, 10 a.m. - 12:00 Noon**

**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.**

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

#### **Monday, March 16<sup>th</sup>, 10:00 a.m. - 12 Noon**

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.

### **Conquering the Interview Workshop: Wednesday, March 18<sup>th</sup>, 9:00 - 11:00 a.m.**

Preparing for your job interview can be a challenge. This course 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.

### **Sector Series #3 at Tompkins County Public Library: Thursday, March 19<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 **Manufacturing 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.

#### **Sector Series will be held on: Thursdays, April 16<sup>th</sup>, May 14<sup>th</sup> and June 11<sup>th</sup>, at 9:00 - 11:00 a.m.**

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 9am (and the library doesn't open until 10a.m.), please use the side entrance door to the library.**

### **Binoptics Meet the Employer Information Session: Wednesday, March 18<sup>th</sup>, 3:00 - 4:00 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](http://www.binoptics.com)

### **Ithaca College Meet the Employer Session: Friday, March 20<sup>th</sup>, 9:00 - 11:00 a.m.**

Come meet an Ithaca College Human Resource Representative, who will share their application process and the benefits of working at Ithaca College.

### **Civil Service Workshop: Friday, March 20<sup>th</sup>, 1:00 - 2:00 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.

### **Therm Meet the Employer Information Session: Wednesday, March 25<sup>th</sup>, 9:00 – 10:30 a.m.**

The HR representative from THERM will be here to give a presentation on openings at Therm, Inc. She is mainly

looking for entry level machinists. No experience required. Mechanical aptitude and math skills needed.

### **Technology at Tompkins Cortland Community College: Wednesday, March 25<sup>th</sup>, 2:00 - 3:00 p.m.**

An information session on how TC3's new Applied Science and Technology Studies Degree can prepare you for careers in Advanced manufacturing.

### **Job Search Tips for Older Workers: Thursday, March 26<sup>th</sup>, 10:00 a.m. - 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