

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------|--|--|---|
| 2 | 3 | 4 | 5 Professional Opportunity Developers 9:00 - 11:00 a.m. | 6 |
| 9 Metrix Overview 10:00 a.m. - 12:00 p.m. | 10 | 11 | 12 | 13 |
| 16 Bridging the Gap 10:00 a.m. - 12:00 p.m. | 17 | 18 Conquering the Interview Workshop 9:00 - 11:00 a.m. ----- Binoptics Meet the Employer Information Session 3:00 – 4:00 p.m. | 19 Sector Series #3: Manufacturing at TCPL 9:00 - 11:00 a.m. | 20 Ithaca College Meet the Employer Information Session 9:00 - 11:00 a.m. ----- Civil Service Workshop 1:00 - 2:00 p.m. ----- Cornell Meet the Employer Information Session 1:00 - 3:00 p.m. |
| 23 | 24 | 25 THERM Meet the Employer Information Session 9:00-10:30 a.m. | 26 Older Worker Workshop 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.

MARCH 2015 WORKSHOP DESCRIPTIONS

Professional Opportunity Developers Group Meeting: Thursday, March 5th, 9:00 - 11:00 a.m

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

Metrix E-Learning Information Sessions: Monday, March 9th, 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 16th, 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 18th, 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 19th, 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 16th, May 14th and June 11th, 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 18th, 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

Ithaca College Meet the Employer Session: Friday, March 20th, 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 20th, 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.

Cornell University Meet the Employer Information Session: Friday, March 20th, 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.

Therm Meet the Employer Information Session: Wednesday, March 25th, 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.

Job Search Tips for Older Workers: Thursday, March 26th, 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