

| Monday  | Tuesday   | Wednesday   | Thursday   | Friday   |
|---|---|---|--|--|
|    |  |    |   | 1<br><b>CORNELL</b><br>Meet<br>the<br>Employer<br>Information Session<br>1:00 - 3:00 p.m.          |
| 4   | 5   | 6<br><b>EXPRESS<br/>EMPLOYMENT<br/>PROFESSIONALS</b><br>Meet<br>the<br>Employer<br>Information Session<br>9:00 - 10:30 a.m. | 7  | 8  |
| 11<br><b>METRIX</b><br>Overview<br>and<br>Workshop<br>10:00 a.m. - 12 Noon  | 12  | 13  | 14<br><b>SECTOR SERIES</b><br>#4 and #5<br>Retail/Trade & Food<br>Service Industry<br>9:00 - 11:00 a.m.<br>AT<br>TOMPKINS COUNTY<br>PUBLIC LIBRARY | 15<br><b>ITHACA COLLEGE</b><br>Meet<br>the<br>Employer<br>Information Session<br>9:00 - 11:00 a.m. |
| 18  | 19<br><b>CONQUERING<br/>THE<br/>INTERVIEW<br/>WORKSHOP</b><br>1:00 - 3:00 p.m.    | 20<br><b>OLDER WORKER<br/>WORKSHOP</b><br>10:00 a.m. - 12 Noon  | 21<br><b>THE<br/>WISE EVENT</b><br>10:00 a.m. - 12 Noon  | 22<br><b>CIVIL SERVICE<br/>WORKSHOP</b><br>10:00 - 11:00 a.m.                                      |
| 25<br><br>Memorial Day<br>Office Closed<br> | 26  | 27  | 28<br><b>PROFESSIONAL<br/>OPPORTUNITY<br/>DEVELOPERS</b><br>9:00 - 11:00 a.m.  | 29   |

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.

## MAY 2015 WORKSHOP DESCRIPTIONS

### **Cornell University Meet the Employer Information Session: Friday, May 1<sup>st</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.

### **Express Employment Professionals Meet the Employer Information Session:**

**Wednesday, May 6<sup>th</sup>, 9:00 - 10:30 a.m.**

This is a local employment agency; they will present information on currently available job opportunities.

### **Metrix E-Learning Information Session: Monday, May 11<sup>th</sup>, 10:00 a.m. - 12 Noon**

**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 #4 and #5 at Tompkins County Public Library: Thursday, May 14<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 **Retail/Trade and Food Service 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.

**Next Sector Series will be held on:** Thursday, June 11<sup>th</sup>, 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.**

### **Ithaca College Meet the Employer Information Session: Friday, May 15<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.

### **Conquering the Interview Workshop: Tuesday, May 19<sup>th</sup>, 1:00 - 3:00 p.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.

### **Job Search Tips for Older Workers: Wednesday, May 20<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.

### **The WISE Event: Thursday, May 21<sup>st</sup>, 10:00 a.m. - 12 Noon**

Social Security recipients, who are interested in going back to work, will learn how working will impact their Social Security benefits.

### **Civil Service Workshop: Friday, May 22<sup>nd</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.

### **P.O.D. - Professional Opportunity Developers: Thursday, May 28<sup>th</sup>, 9:00 - 11:00 a.m.**

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