

**8:30 a.m. – 4:30 p.m. Monday through Friday**  
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Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 <b>Bridging The Gap Workshop</b>  10 a.m. – 12 NOON	3 <b>Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	4 <b>CORNELL</b>  <b>Meet the Employer Information Session</b>  1:00 – 3:00 p.m.
7 <b>LABOR DAY</b>  Office Closed	8	9 <b>METRIX Overview</b>  10:00 – 11:00 a.m.	10	11
14	15 <b>Courtyard by Marriott Open Interviews</b>  9:00 – 11:00 a.m.	16	17 <b>Professional Opportunity Developers</b>  9:00 – 11:00 a.m.	18 <b>ITHACA COLLEGE Meet the Employer</b> 9:00 – 10:30 a.m. ----- <b>CIVIL SERVICE WORKSHOP</b> 10:00 - 11:00 a.m.
21	22 <b>CONQUERING THE INTERVIEW WORKSHOP</b>  1:00 - 3:00 p.m.	23 <b>METRIX Overview</b>  1:00 – 2:00 p.m.	24 <b>OLDER WORKER WORKSHOP</b>  10:00 a.m. – 12 NOON	25 <b>CHALLENGE WORKFORCE SOLUTIONS</b>  Open Interviews 9:00 - 11:00 a.m.
28	29 <b>ONLINE APPLICATION WORKSHOP</b> 2:00 – 3:30 p.m.	30 <b>MANPOWER Open Interviews</b> 9:00 – 11:00 a.m.		

*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

## **SEPTEMBER 2015 WORKSHOP DESCRIPTIONS**

### **Bridging the Gap Workshop about Education, Training, & Career Decisions: Wednesday, September 2<sup>nd</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: Thursdays, September 3<sup>rd</sup> and 17<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, September 4<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.

### **Courtyard By Marriott Open Interviews: Tuesday, September 15<sup>th</sup>, 9:00 – 11:00 a.m.**

Representatives from the Courtyard By Marriott will be at TWFNY to conduct open interviews for their hotel at 29 Thornwood Drive, in the Cornell Business and Technology Park. Please dress appropriately and come prepared to complete a job application.

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

#### **Wednesdays, September 9<sup>th</sup>, 10-11 a.m. and September 23<sup>rd</sup>, 1-2 p.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 180 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.**

### **Ithaca College Meet the Employer Information Session: Friday, September 18<sup>th</sup>, 9:00 – 10:30 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, September 18<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.

### **Conquering the Interview Workshop: Tuesday, September 22<sup>nd</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.

### **Job Search Tips for Older Workers: Thursday, September 24<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.

### **Open Interviews with Challenge Workforce Solutions: Friday, September 25<sup>th</sup>, 9:00 – 11:00 a.m.**

Challenge Workforce Solutions is a nonprofit vocational services organization that offers opportunities and support services to individuals who face barriers to employment. Challenge is looking for highly motivated career minded individuals to become part of the Challenge team. Challenge staff will be conducting open interviews from 9:00 – 11:00 a.m. Please come to TWFNY prepared to interview. You will be asked to sign in and then interview with the next available staff person.

### **Online Application Workshop: Tuesday, September 29<sup>th</sup>, 2:00 – 3:30 p.m.**

Not sure where to start when an employer says to apply online? Come to workshop and learn the ins and outs of applying online. Learn how to best prepare yourself and acquire the basic skills to navigate online applications and how to conquer the challenges you may encounter.

### **Manpower Open Interviews: Wednesday, September 30<sup>th</sup>, 9:00 – 11:00 a.m.**

Representatives from MANPOWER will be at TWFNY to conduct open interviews for their temporary staffing service. Please bring a resume, required identification for employment, dress appropriately, and come prepared to complete a job application. Please feel free to apply at [www.manpowerjob.com](http://www.manpowerjob.com) prior to September 30<sup>th</sup>.