



JANUARY 2012

Finger Lakes Works Career Center, 1519 Nye Road, Lyons, NY 14489

Phone: (315) 946-7270

www.co.wayne.ny.us & www.labor.state.ny.us



<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
2. OFFICE CLOSED	3.	4.	5.	6.
9.	10. Training Options (GOOGLE-Online) 10:00am	11. Interviewing Workshop (Video) 9:00-11:00am	12. Resume 101 Workshop 10:00-11:30am	13.
16. OFFICE CLOSED MARTIN LUTHER KING JR. DAY 	17.	18. Cover Letter Workshop (Video) 9:00-11:00am	19. Interviewing Workshop 1:30-3:00pm	20. Training Options Workshop 10:00-11:30am
23.	24. On Line Applications Workshop (Video) 9:00-11:00am Resume 101 Workshop 1:30-3:00pm	25. Training Options (GOOGLE-Online) 10:00am	26. Basic Job Search 9:30-10:30am	27.
30.	31.			

Make sure you call ahead to sign up for a workshop!

On Wednesdays, Finger Lakes Community College holds GED Class at our office, from 10a.m.-1p.m.

WORKSHOP SUMMARIES

RESUME 101: Everyone should have a resume. Professional help to provide you with your own informative and effective resume. This workshop will be presented by the Wayne-Finger Lakes BOCES and Dept. of Labor at the Finger Lakes Works Career Center. A live and video conference is offered.

TRAINING OPTIONS: If you are interested in receiving employment training funds we encourage you to attend this meeting. An explanation of how the application process works will be presented, including expectations and requirements. A follow up appointment will be necessary to complete the process and to determine eligibility. **The online Google workshop** can be done from any Computer, sign up at our front counter and a Labor Service Rep will contact you with the online information.

CIVIL SERVICE: A Pathway to a Rewarding Career: (VIDEO) Did you know that different levels of government hire individuals from literally hundreds of different occupations, from Accountants to Zoologist? Are you curious about the civil service? Attend this workshop and learn how it could lead to a rewarding career.

BASIC JOB SEARCH: Looking for a new job can be overwhelming. This workshop is designed especially for those who may have experienced a layoff and/or have not worked for awhile. It will educate the jobseeker to current tools and resources available to help organize and conduct an effective job search. The basics of how, and where, to look for a job will be emphasized.

COVER LETTER WORKSHOP: Did you know you need a cover letter every time you send your resume to a potential employer? Are you confused about what to write in your cover letter? Attend this video workshop and learn how to convey your experiences to gain an interview

INTERVIEWING WORKSHOP: Being well prepared for a job interview will increase your chances of receiving a job offer. When you are well prepared for the interview, you will come across as self-confident and assured. Preparation in advance gives you an edge by eliminating the fear of the unknown, reducing the element of surprise, increasing your self-confidence, and allowing you to focus on the interview itself. A live and Video Conference offered.

JOB SEARCHING IN THE 21ST CENTURY: Are you looking for jobs the “old fashion” way? Not finding what your looking for in the classifieds or on those internet sites? Attend this workshop and learn new approaches to landing a new job.

ON LINE APPLICATION; APPLYING FOR JOBS IN THE DIGITAL AGE: Attend this workshop and learn how to complete an online application to increase your employment prospects.

*“Finger Lakes Works is an Equal Opportunity Employer/Program and auxiliary aids and services are Available upon request to individuals with disabilities “Federal Register,/Vol.64 No.218-61728)
“In Cooperation with the Workforce Investment Board.”*