


November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<p><i>Resume Paper, Envelopes and Stamps available for job searching</i></p>	<p>Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p><u>Time For a New Start Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p>Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p><u>Interview Skills Workshop</u> 10 – 11:30am *****</p>
6	7	8	9	10
<p>**Professional Opportunity Developer's Group Every other week, Call the Center and ask for ext. 3253 for further info</p>	<p><u>Online Search & Apply WS</u> 11:00am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p><u>Time For a New Start Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p><u>Social Media Workshop</u> 10:00-11:30AM ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p style="text-align: center;"><u>Office Closed</u></p> <p style="text-align: center;"> Veterans Day Veteran's Day Holiday</p>
13	14	15	16	17
	<p><u>Metrix Learning Workshop</u> 9:30-11:30 ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm *****</p>	<p><u>Time For a New Start Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm ***** <u>Resume Workshop</u> 1:30-2:30pm</p>	<p><u>Interview Skills Workshop</u> 10 – 11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm *****</p>	<p><u>Basic Computer Workshop</u> 10:00am-11:00am ***** <u>Basic Email Workshop</u> 11:00-12:00noon *****</p>
20	21	22	23	24
	<p>Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm *****</p>	<p><u>Time For a New Start Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p style="text-align: center;"><u>Office Closed</u></p> <p style="text-align: center;"></p>	<p style="text-align: center;"><u>Office Closed</u></p> <p style="text-align: center;"></p>
27	28	29	30	31
	<p>Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p><u>Time For a New Start Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm ***** <u>Civil Service WS</u> 1:30-2:30pm</p>	<p><u>LinkedIn Workshop</u> 10:00-11:30am ***** Adult Literacy Classes Drop Ins Welcome 12:30-3:30pm</p>	<p style="text-align: center;">Newspapers from Ithaca, Syracuse and Cortland are here daily</p>

Cortland Works Career Center, 99 Main St., Cortland, NY. Call us at 607-756-7585 for more information.

Veterans Representative on site Tuesdays & Wednesdays from 9:00 – 3:00pm

****ALL WORKSHOPS REQUIRE A RESERVATION, PLEASE SIGN UP AT FRONT DESK OR WITH STAFF PERSON****

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity/Programs

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Workshop Descriptions

Basic Computer/Basic Email Workshop – A hands-on workshop for those people lacking experience using a computer. Learn skills such as basic mouse movements and keyboarding. Create an email address and learn how to use your account. You will also learn how to upload a resume to your email account.

Interviewing Skills Workshop – Are you nervous about interviewing or wonder what exactly an employer might ask? Would you like more confidence before the interview process? Learn techniques that will help you succeed at interviews and increase your confidence.

LinkedIn Workshop – A hands-on workshop to help you create your on-line, professional profile. A LinkedIn account will help you connect with businesses, find job listings, and market your skills. Learn how to navigate and search the site.

Metrix Learning Workshop – Do you want to learn new skills or upgrade your current skills? Would you like to take classes on your schedule? Metrix is a “free” online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses to achieve your goals. Customer can also “hand pick” courses from the catalog, based on their past work history or their job objective and add them to their plan and work on them. The courses, when completed, offer a certificate of completion that can be printed and added to a portfolio. All coursework is industry recognized.

NYS Civil Service Workshop – Interested in working for the government? Learn how to locate and apply to County, State, and Federal Civil Service positions/exams. Find out where to find guides and practice some typical questions.

Online Search and Apply Workshop – Job search has changed and employers expect applicants to apply on line. Do you want to learn what the employer is looking for and how to make your application the one they pick? Attend this workshop and learn to complete an online application to increase your employment prospects.

Resume Workshop – Make sure your resume is noticed. Learn effective formats for resumes, cover letters, and thank-you notes. Learn the do’s and don’ts of resumes. The goal of this workshop is to give you the tools to create, revise, and continually update your resume.

Social Media Workshop – Learn to use social media properly to enhance your job search. You will get an overview of Linked-in, Facebook, and Twitter.

Time for a New Start – Do you need new ideas for your job search? Do you want to learn more about available services that you may be eligible for? At this workshop you will get information to assist you in developing a job search strategy; in developing your own employment plan; as well as a review of some job searching options and several websites that are available for job seekers today.