

### **Employment Center Calendar**

August 2018

All Workshops and Career Quests Require Pre-Registration\*
A proud partner of the American Job Center network

631-853-6600

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
			Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm	Mastering LinkedIn Part 2 9:30am-12:30pm
			Networking – 1pm-3:30pm	Mastering LinkedIn Part 1 1pm-4pm
6	7	8	9	10
	Mature Worker Program 10:30-2pm <u>Career Exploration-</u> Franchising 9:30am Employability and Transferable Skills for the Workplace- 10am-12pm	Interviewing- 10am-12pm  Hiring Event- HEAP 9am-12pm Hiring Event- DDI 9am-12pm	Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm <u>Job Fair-</u> <b>West Babylon Library</b> 10am-1pm	
13	14 Mature Worker Program 10:30-2pm Hiring Event- HEAP - Riverhead DOL 9:30am-12:30pm	Career Exploration- Starting Your Own Business - 9:30am	16  Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm	17
	Choices- Career Assessment Workshop- 10am-12pm	How to use The Internet for your Job Search – 10am-12pm	Hiring Event- SAS Retail Services 9am-12pm ACCES-VR Orientation 2-3pm	
:	<b>21</b> Mature Worker Program 10:30-2pm	Career Exploration- US Customs & Border Protection- 9:30am-11:30am  Hiring Event- American Maintenance	Job Corps- 12:30-3:30pm Mature Worker Program 10:30-2pm Job Seekers Network Group- 10am-11:30 am	<b>-</b>
27	20	9:30am-12:30pm	Salary Negotiations- 1pm-3:30pm	21
27	<b>28</b> Mature Worker Program 10:30-2pm	Disclosure in the Workplace- 10am-11am Career Exploration- 9:30am-11:30am	Mature Worker Program 10:30am-2pm  Resume Writing- 1:00-3:30pm Job Corps- 12:30-3:30pm	31





Career Exploration: Provides a unique opportunity to explore career paths and speak to industry leaders.

Effective Cover Letter Writing: Learn to prepare proper Marketing, Cover and Thank You letters.

How to Write a Winning Resume: Learn the latest theories of resume writing. Format samples are provided and production assistance may be offered.

Applying for Jobs Using Social Media: Learn the benefits and pitfalls of the online job application process, the use of job boards and social media.

Interviewing: Review the needed preparation, conduct, and follow-up to ensure interview success, including how to handle challenging questions.

How to Work with Recruiters Effectively: Learn to find the right recruiter, what information you should share, and how to navigate the process cautiously and effectively.

Networking: Discusses skills building and expanding your network to aid your job search. Most successful technique to finding a job in today's market.

**Salary Negotiation:** Outlines strategies to get the income you deserve, and provides answers to employer's questions regarding salary.

Transferable Skills: Demonstrates how to apply previously-learned industry experiences to any new occupation. Great for career-changers!

Proven Ways to Land a Job Today: Forty strategies and tips to most efficiently re-enter the workforce.

**Facebook for Job Seekers:** Two-hour Facebook job search workshop. Learn how to research companies and expand networking capabilities, how HR professionals and recruiters use FB, and how to protect yourself from unflattering and inappropriate content.

LinkedIn for Beginners: A 2-hour, hands-on, social media workshop where you will learn how to create a LinkedIn account and profile, to help you in your job search.

*Mastering LinkedIn (Advanced):* A two-part, advanced, 3-hour, hands-on workshop for current LinkedIn users who have accounts. Covers best practices on building your profile, connections, recommendations and endorsements.

How to Target Companies & Employers: Learn how to identify potential employers, research company information, develop contacts within an organization, and learn about the many resources to use in your job search.

**ACCES-VR Orientation:** (Adult Career and Continuing Education Services- Vocational Rehabilitation -formerly VESID) Assists individuals with disabilities to obtain and maintain employment.

**NYS Veterans Representative:** A New York State Veteran's representative will speak to veterans about employment opportunities as well as Federal & State programs specifically for veterans.

**Choices:** A Career Assessment tool used to evaluate and examine your interests, work values, and the beliefs about your skills.

How to use the Internet as a Job Search Tool: Learn how to navigate the Internet for your Job Search.

8/17



## AUGUST 2018

# Workforce New York One-Stop Career Center, Patchogue A proud partner of the American Job Center network Pre-registration required. Call 631-687-4833 to register or for information. Dates and times subject to change.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Cover Letter Writing  @ 9:30am	2	Transferable Skills/Career Exploration @ 9:45am
6 Breaking Barriers @ 10:30 am	7	8 LinkedIn 101 @ 1:30pm	Resume Writing @ 9:30am  ACCES-VR @ 3:00pm	10
13	14	Social Media and Your Brand @ 1:30pm	16	Interview Techniques @ 9:45am  Job Search Strategies for People Over 40 @ 1:00pm
20	Transferable Skills @ 9:45am	LinkedIn Advanced @ 1:30pm	Resume Improvement @ 9:30am	24
Introduction to JobZone @ 2:00pm	Networking @ 9:30am	Internet Job Search @ 1:30pm	30	How to Handle a Job Loss @ 9:45am



11

18

25

Transferable Skills

@ 9:45am

Social Media and Your Brand @ 1:30pm

Networking

@ 9:45am

Introduction to JobZone

@ 2:00pm

10

17

24

Internet Job Search

@ 1:30pm

# September 2018

14

21

28

Job Search Strategies for People Over 40 @ 1:00pm

Interview Techniques

@ 9:45am

How to Handle a Job Loss

@ 9:45am

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A proud partner of the American <b>Job</b> Center network	Pre-registration required.
Workforce New York One-Stop Career Center	Call 631-687-4833 or 631-687-4832 to register or for information.
160 South Ocean Avenue, Patchogue, NY 11772	Dates and times subject to change.

160 South Ocean Aver	nue, Patchogue, NY 1177	Dates and times subject to change.		
Monday	Tuesday	Wednesday	Thursday	Friday
3 Office Closed	4 Breaking Barriers @ 10:30am	5	6	7 Transferable Skills /Career Exploration @ 9:45am

Job Seekers Networking Group @ 9:00am

LinkedIn 101 @ 1:30pm

LinkedIn Advanced

@ 1:30pm

13

20

27

Resume Writing

@ 9:30am

ACCES-VR @ 3:00pm

**Cover Letter Writing** 

@ 9:30am

Resume Improvement

@ 9:30am

12

19

26



#### **DESCRIPTION OF GROUP WORKSHOPS**

To Register for Workshops, Call: 631-687-4833 or 631-687-4832

<u>ACCES-VR Orientation</u>: (<u>A</u>dult <u>C</u>areer and <u>C</u>ontinuing <u>E</u>ducation <u>S</u>ervices- <u>V</u>ocational <u>R</u>ehabilitation - formerly VESID) Connects eligible individuals with disabilities to training and employment opportunities.

<u>Breaking Barriers</u>: If you have a criminal conviction that is preventing you from getting meaningful employment, Breaking Barriers can help you overcome the barriers and stigma a criminal conviction can cause. Breaking Barriers helps ex-offenders by fixing RAP Sheet Errors, and determining eligibility and filing for a Certificate of Relief from Disabilities or a Certificate of Good Conduct.

<u>Cover Letter Writing</u>: Provides instructions on how to build a perfect cover letter along with marketing and thank you letters. This is a participatory workshop in which participants will be writing and sharing for feedback. Participants are encouraged to bring their most recent résumé, cover letter, and job description for the most recent job they've applied to. Approximately 2 hours.

<u>How to Handle a Job Loss</u>: Explore the stages of grief a worker goes through with the loss of employment, shock, denial, anger, depression and acceptance. Share your feelings about any stage of this process. Other job seeking tips are included, such as interviewing, networking and writing resumes.

Internet Job Search: The how's and why's of expanding your job search into Cyberspace. Learn how to e-mail and post your resume online.

<u>Interview Techniques</u>: Review the needed preparation, conduct, and follow-up to ensure interview success, including how to handle challenging questions and mock interviews.

<u>Introduction to JobZone</u>: Learn to navigate the JobZone website to explore and save career-related information. Basic computer skills and an NY.GOV account are both required to attend this workshop.

**Job Search Strategies for People Over 40:** Covers the changes in approach and methodology for applicants with "too much" experience on their resumes.

<u>Job Seekers Networking Group</u>: Strengthen your networking skills and meet other people in similar situations who may lead you to your next job.

<u>LinkedIn 101</u>: An introductory course to LinkedIn. This course is geared towards people who either do not have a LinkedIn profile or less than 50 connections. This course teaches how to set up a basic user profile on LinkedIn as well as some basic tips on how to make an effective profile.

<u>LinkedIn Advanced</u>: This workshop is for those who have an established LinkedIn profile and want to learn how to effectively network using LinkedIn, and learn various tips and tricks to improve profile visibility and networking opportunities. Must bring login information, as individual profiles may be critiqued by facilitator.

**Networking:** Participants will learn why they should network, how to network, and where to network to improve their job search process and increase potential employment opportunities.

<u>Resume Writing</u>: An introductory resume writing course for first time resume writers. You will learn the latest format and theories so you can create a winning resume. Please note that actual resume writing will not take place in this workshop.

<u>Resume Improvement</u>: Get tips on how to improve your current resume. Learn to customize your resume with your skills and experience when applying for jobs.

Social Media and Your Brand: Building your personal/professional brand through social media. Ideal for people familiar with social media tools.

<u>Transferable Skills</u>: Demonstrates how to take previous, industry-specific experiences and turn them into a group of general skills applicable to any new occupation while exploring a variety of new careers. Great for career-changers!

<u>Transferable Skills/Career Exploration</u>: Explores how you can take prior-learned occupational skills from one industry and apply them to another. The workshop also assists in providing Career Exploration with your new transferable skills so they can benefit you in your new career field.