

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Should You Give Up Your Dream Job?

Volume 17, Issue 2

February 2017

Inside this issue:

Should You Give Up Your Dream Job?	1
Don't Let Workplace Blues Slow You Down on the Job	2
Tell the Right Stories During Job Interviews	2
Position Yourself to Rise to the Top	2
Workshop Calendar	3
Workshop Descriptions	3
Did You Know....	4

Special points of interest:

- * *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- * *Many workshops are available to assist you with your job search.*
- * *Our staff are ready to help you!*

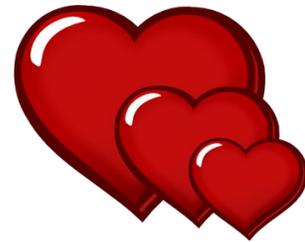
Maybe you've always wanted to be a firefighter, or an astronaut, or a rock star—but instead you're stuck in a job selling shoes or answering phones all day. Should you give up on your dream job?

Don't be too quick to write off your goals—but don't be stupid about it either. Pursue your dreams with these important considerations in mind:

- **Be realistic.** If the bulk of your musical experience is playing Guitar Hero in the basement, chances are you're not going to sell out a major concert venue anytime soon. That doesn't mean you can't take lessons, meet other musicians, start a band, and achieve some success. But keep your expectations reasonable.
- **Keep your day job.** Having a job pays the bills, but it also gives structure to your time. You'll find it easier to set priorities and recognize what's really important when you have to balance your dreams with the necessities of living. Remember that you are not your job. You can follow your dreams even while you're stocking shelves.
- **Adapt to change.** A few years ago, majoring in journalism meant getting a job at a newspaper. The Internet has changed all that. Whatever your dream job may be, stay flexible and look for the

opportunities that didn't exist until recently.

- **Create your own job.** You don't have to wait for some big company to give you a job title. Think of a way to build your ideal job on your own—by freelancing part-time, for example, or volunteering your underused skills to a good cause.



- **Be prepared for sacrifice.** If you're really committed to your dream job, you may have to give up on some other goals. You probably won't start with a big salary or lots of vacation for instance. Ditch your sense of entitlement, and be ready to pay your dues.
- **Re-evaluate your goals.** Many people reach the corner office only to realize they don't really enjoy being the CEO. Spend some time thinking about how you've changed and deciding whether your childhood dream of being a veterinarian is what you want to devote your life to.

Whatever your job searching needs, stop in and use the services at your One Stop Career Center!

Don't Let Workplace Blues Slow You Down on the Job

Keeping your spirits up in today's hectic business environment can be difficult. Try these tactics when you feel negativity and self-doubt creeping in:

- **Think of something you're grateful for.** It could be a professional accomplishment, or a personal relationship. Bring it to your mind and talk to yourself about it. You'll find that you can't keep two different emotions in your mind at the same time.
- **Find something you like about your life.** Focus on some positive aspect of your life, and expand on it. For example, are you creative? How does this help you enjoy life? How does this help you do your job better?
- **Look forward to something.** It could be a movie you want to see, or a vacation you're planning to take. Picture it in your mind as vividly as you can—the colors, smells, sounds, and other sensations. A short mental break like this can combat negativity.



To have success, you can't let failure stop you. To have great success, you can't let success stop you.

~ Robert Brault

Tell the Right Stories During Job Interviews

An essential part of a successful career is finding the right job—one that uses your strengths and allows you to advance and grow professionally. But first you have to land that job, and to do that you have to be good in your job interview.

Remember that facts and figures, useful as they may be, aren't as compelling as good stories. Be ready to tell these types of stories the next time you're searching for a job:

- **Solving a problem.** Have one or two examples ready that show how you've solved problems for your employers over the years. This highlights your ability to identify issues, prioritize them, think creatively, and follow through,
- **Making a mistake.** Nobody's perfect, so don't pretend to be. In fact, you'll gain credibility by openly discussing mistakes you've made and how you

corrected them. You'll show you're able to learn from errors and aren't afraid of saying, "I was wrong."

- **Working with a team.** Most employers want people who can collaborate and support a team's goals instead of their own individual agenda. Talk about times you and a team achieved something significant together. Remember to include the contributions of other team members, not just what you did on your own.
- **Taking a leadership role.** Organizations are always on the lookout for new hires with the potential to become leaders. Share a story of how you managed a special project or work group: Who else was on the team and how you chose them, what the assignment was, how you set priorities and overcame challenges, and what the end result looked like. Show that you're ready to take responsibility for the work of others, not just yourself.

Position Yourself to Rise to the Top

You're talented and ambitious. You want more responsibility, more influence, and more success. Try these tips to rise to the top:

- **Seek guidance from top people.** Look for people who've made it and ask them for advice. Don't limit your search to people in your own organization or industry—look for leaders with skills you'd like to master regardless of where they work. If you're courteous about asking for assistance, most will be happy to share what they know.

• **Get involved.** Volunteer for assignments that will get you noticed. Become active in industry and local associations—don't just go to meetings, but serve on committees so you can hone your skills while getting to know people.

• **Stretch yourself.** Take on different challenges. If you limit yourself to assignments you already do well, you'll stop learning. Take some risks so your boss and co-workers can see that you're not afraid of the occasional failure.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
		1 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:30-2:30 Effective Cover Letter	2 9:00-11:00 Ready Set Go	3
6	7 9:00-4:00 Word	8 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 10:30-1:00 Intro to Computers	9 9:00-11:00 Ready Set Go 12:00-1:30 Metrix	10
13	14	15 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 10:30-1:00 Internet Job Search 1:30-2:30 Over 40 & Hired	16 9:00-11:00 Ready Set Go 9:00-4:00 Excel 1:30-3:30 Networking	17
20 Presidents' Day	21	22 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 3:00-4:00 Cover Letter	23 9:00-11:00 Ready Set Go 12:00-1:30 Metrix 1:30-3:30 Civil Service	24
27	28 9:00-4:00 QuickBooks			For information or to sign up please call – 591-9000

- ◆ **Basic Word-** A 3-hour class for a beginner that needs to learn how to move around while typing or entering information. Emphasis on ability and confidence.
- ◆ **Effective Cover Letter-** So you've finally got your resume nailed down, but how's your cover letter looking? This workshop offers best practices to craft an effective, professional cover letter while avoiding the most common pitfalls that can make hiring managers groan.
- ◆ **Effective Interviewing-** Suggestions to prepare for a successful job interview and interview phases will be discussed.
- ◆ **Effective Resume Writing-** An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.
- ◆ **Internet Job Search-** Learn to locate and research employers, the advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. *Email address & electronic resume required.*
- ◆ **Introduction to Computers-** Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. *Email address & resume requested but not required.*
- ◆ **Metrix-** An 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 improve existing skills and learn new.
- ◆ **Microsoft Excel 2010-** Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts. 9am – 4 pm
- ◆ **Microsoft Word 2010-** Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include text and paragraph formatting, spellcheck, autocorrect, managing bullets and graphics. 9am – 4 pm
- ◆ **Networking-** Not getting anywhere with your applications or resumes? More people find jobs through networking than any other way. In this workshop, learn how to set up and maximize your job search network.

- ◆ **Over 40 and Hired-** Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.
- ◆ **PowerPoint 2010-** Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share. Half day class.
- ◆ **QuickBooks 2014-** Not just an accounting program, QuickBooks is also used by front desk, customer service and sales. Learn the basics of customer service, accounts

receivable, accounts payable, inventory and reports. 9am – 4 pm

- ◆ **Ready Set Go (to Work)-** How to look for work, the hidden job market, selecting the best resume format; combination, chronological, cover letters, discussion time for any questions.
- ◆ **Understanding the Civil Service System-** Get a better understanding of how to obtain employment with local and state governments and school districts.
- ◆ **WIOA Overview-** An introduction to the Workforce Innovation and Opportunity Act and more. Must be scheduled by a staff person; required if interested in training.

**Partner Agencies/
Workshops**

**Oswego County
Opportunities**
www.oco.org

Oswego County BOCES
www.oswegoboces.org/
adulted/index.asp

**Cayuga Community
College**
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

200 North Second Street
Fulton NY 13069
Return Service Requested

Did You Know...

Did you know...that Oswego County’s average unemployment rate for the month of November 2016 was 6.0%? This was a decrease from the November 2015 rate of 6.4%.

Did you know...that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call 342-8839 or visit the website, <http://oswego.learninglibraries.org>, to see a complete list of classes offered.

Did you know...that we are now on Facebook? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that you can visit www.mybenefits.ny.gov to determine eligibility for assistance programs, health insurance, and tax credits?

Did you know...that accounting students from SUNY Oswego will be available at the Oswego County Workforce New York Center in Fulton to prepare and electronically file your income taxes on Tuesdays from 4:30 pm to 7:30 pm, starting January 31st, 2017 through April 11th, 2017? They will NOT be here on Tuesday, March 14th. Service provided on a first come, first served basis.



Connect for Success

Oswego County Workforce New York

(315) 591-9000 phone
(315) 591-9091 TTY

(315) 591-9009 fax
(315) 591-9024 fax

WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG

Please see below the following recruitments and job fairs that will be taking place at the Fulton One Stop:

2/3, 2/10, 2/17, 2/24 - GDI Services: 9:00 am—2:00 pm
2/7 - Columbia College: 9:30 am—11:30 am

Visit our Facebook page for more information!

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.

