

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Oswego County Youth Works Warms Up for the 2017 Summer Youth Employment Program (SYEP)

Volume 17, Issue 5

May 2017

Inside this issue:

Oswego County Youth Works Warms Up for the 2017 Summer Youth Employment Program (SYEP)	1
Find Your Creative Style	2
Protect Your Eyes at Work	2
Choose to be Happy at Work	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!*

Do you know someone between the ages of 16 and 24 that is looking for a summer job? Oswego County Youth Works may be able to help!

Our Summer Youth Employment Program (SYEP) provides paid work and job readiness training to help selected young people (income eligible, 16-24 years of age) develop work interests, skills, and abilities. Participants earn their own money, build a resume, get professional references and reinforce positive work habits and attitudes. Eligible youth may be offered paid employment at the current minimum wage (\$9.70/hour) for up to 30 hours per week from early July to the end of August.

Request for Proposal (RFP) forms are sent out to potential worksites to try to provide a variety of sites throughout the county. Placements are scarce, however, in some areas of the county. The worksites often include local school districts, community based organizations and Oswego County Conservation Corps (OC3) crews. Job opportunities include clerical trainee, custodial trainee, recreational program helper, OC3 crew member and more.

SYEP is usually a six-week program with some flexibility based on the worksite's needs. This year's SYEP program is scheduled to run from July 10 – August 20, 2017, although there are some worksites which request workers to start earlier than the official start date.

Youth are encouraged to contact our office as soon as possible to schedule their work readiness and payroll orientation meeting. SYEP eligibility is determined per TANF 200% income guidelines (e.g. a family of 4 can earn up to \$48,600 annually). Orientation sessions to complete applications, review eligibility, promote financial literacy and provide a comprehensive overview of training expectations are starting soon.

Youth may contact Oswego County Youth Works at 315-591-9000. Appropriate candidates will be scheduled for an upcoming workshop and orientation.

The Oswego County Youth Works team looks forward to providing this valuable opportunity to young people throughout our community!



Find Your Creative Style

Everyone can be creative, and everyone is uniquely creative. You just have to identify your particular style. Here's what to look for:

- **Some people have a highly structured style.** They polish their ideas carefully and pay attention to the tiniest details.
- **Others are more divergent.** They think outside the box and pay less attention to fine details. They also tend to thrive at the beginning of the process, then lose interest as it goes on and on.
- **Some can go both ways.** They have the flexibility shift from structure to divergence, and they can tell which details are important and which should be ignored.

Knowing your style can help you understand your own creative process and that of other people, so you'll know what to expect when you present an idea and how they'll react to yours.



The worst enemy to creativity is self-doubt.

~ Sylvia Plath

Protect Your Eyes at Work

Eyestrain is often overlooked as a safety issue in the workplace, but whether you work with heavy equipment, chemicals, or a computer, you have to see well to stay focused on the job. Aside from regular checkups with your doctor, correct use of safety equipment, and proper positioning of computers, follow these tactics to take care of your eyes:

- **Use the right light.** Too bright or too dim lighting at your workstation can strain your eyes.
- **“Stretch” your eyes.** Every half hour or so, slowly roll your eyes to the left and then to the right.
- **Keep work positioned right in front of you.** Looking at papers or materials that are farther away or to the side can tire your eyes.

- **Rest your eyes.** Blink often. Every hour or so, close your eyes and keep them closed for a few seconds.
- **Look away.** Every 15 minutes or so, divert your attention from whatever you've been focused on. Allow your eyes to focus on a different sight at a different distance.
- **Use eye drops.** Get a bottle of hypoallergenic drops that can be found over the counter, and use them to soothe tired eyes.
- **Wear sunglasses all year long.** The sun's ultraviolet rays are as damaging in the winter as they are in the summer.
- **Take vitamins.** Add more vitamins A and C, in particular, to your diet.
- **Get enough sleep.** Nothing cures or wards off eyestrain better than sufficient sleep (about eight hours). can be

Choose to be Happy at Work

Work doesn't have to be endless drudgery. You can take positive steps to be happy at work—or at least happier. Try these:

- **Look for the meaning.** Don't think of your job as just selling shoes, writing press releases, or whatever's in the job description. Find some meaning in it: You're not just selling shoes, you're helping people make good style choices that will help them feel better about themselves, for example.
- **Personalize your workspace.** Decorate your cubicle, locker, or wherever you spend most of your time. A few photos and knickknacks will make your workspace a more comfortable place to spend time in.
- **Smile more often.** The act of smiling can put you in a better mood even if you're feeling blah. It'll make a positive impression on your co-workers as well, increasing the overall amount of cheer in your workplace.
- **Focus on the future.** Set some long-term goals for your career. Thinking about them and working to achieve them will keep your mind off the day-to-day tedium of your duties.
- **Eat a healthy diet.** You'll have more energy if you're careful about what you eat. Choose fruits and vegetables for meals and snacks instead of fast food or candy bars. In the long run, you'll feel better physically, which will translate into a better mental attitude.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
1	2	3 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 9:00-4:00 Word	4 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	5
8	9 10:00-12:00 Intro to Computers	10 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview	11 9:00-11:00 Ready Set Go 9:00-4:00 Excel 1:30-3:30 Effective Cover Letter	12
15	16 10:00-12:00 Internet Job Search	17 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview	18 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:30-3:30 Civil Service	19
22	23	24 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 9:00-4:00 Quickbooks 1:30-3:30 Over 40 & Hired	25 9:00-11:00 Ready Set Go	26
29 Memorial Day	30	31 9:00-1:00 Effective Interviewing		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 March 2017 was 6.5%? This was a decrease from the February 2017 rate of 7.6%.

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 additional parking is available behind the building on Hubbard St? You can access it from Shaw Street coming from Oswego, or Ontario Street coming from Fulton. Just park in the grass on the hill.

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

- 5/1, 5/8, 5/15, 5/22 - CiTi: 9:00 am—11:00 am**
- 5/3 - Driveline Retail: 11:30 am—2:30 pm**
- 5/5, 5/12, 5/19, 5/26 - GDI Services: 9:00 am—2:00 pm**

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.



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