

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

SPOTLIGHT ON: Adult Services

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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!

If you are an adult (age 18 and up) who needs help finding a job—whether it's your first job or a new, better job—then you have come to the right place! We can help jobseekers to create a resume, learn how to best present yourself and your skills in an interview, and to learn new skills. Our knowledgeable staff have the ability to point you in the right direction.

Our One-Stop Center, as a member of the American Job Center Network, offers a wide range of services to help you reach your employment goals. We can help you learn about job in demand in the local labor market and provide you with the

tools you need to make your job search a success. These services include:

- ◆ Metrix—an online learning system
- ◆ Resume Development
- ◆ Skills Identification
- ◆ Career Exploration
- ◆ Computer Workshops

Funding may also be available for a scholarship to those who qualify and are interested in training.

Individuals must be registered with the One-Stop to make use of our services. No appointment is needed to register, but may be required for other services.

Plan Your Career With These Useful Tips

A successful career starts with a plan. Luck plays a part, but most people get ahead by knowing what they want to achieve and what steps to take.

Follow these tips to organize your efforts and move steadily forward:

- **Determine what you want.** Look back on all the jobs you've had and identify the ones you liked and those you didn't. What made each position a success or failure? Use those memories to set goals and decide where you want to end up in 10 or 20 years.
- **Review your career regularly.** At least once a year, sit down and look at what you've accomplished, where you are now, and where you want to be in the future. Determine what strategies worked, which ones didn't, and what new ideas you could try.
- **Examine your network.** You can't forge

a successful career on your own. Take a look at your professional contacts: Which people do you need to touch base with? Who's been helpful—and whom can you help? What people in your industry would you like to meet? It's often easier than you think to reach out and form relationships with people at the top of your industry.

- **Take charge of development.** Don't wait for your manager to send you for training. Seek out development opportunities on your own: seminars, conferences, stretch assignments, and the like. The more you're capable of, the higher you can go.
- **Stay flexible.** A good plan is adaptable. While focused on one objective, don't neglect interesting opportunities even if they don't fit exactly into your goals. Your needs may change as you learn more about what's possible.

Need a Change? Don't Let it Derail Your Career Path

Promotions, lateral transfers, and other internal moves can breathe new life into your career. But you can stumble if you expect everything to remain the same just because you're still working in the same building. If you're considering a transfer of any kind, keep this advice in mind:

- **Choose your goal with care.** Don't apply for every opening in your organization. You may need a change, but you'll present a stronger image to your managers and co-workers with a clear plan for development and advancement.

- **Communicate with your manager.** The transfer shouldn't come as a complete surprise to your supervisor (or your colleagues). Talk the situation over with your manager, and emphasize how a new position will support your career goals. You don't want to appear disloyal to the people you've been working with.

- **Be prepared to fail.** You may find out you don't like the new job—and returning to your former position may be difficult, if not impossible. Don't burn your bridges, and keep your options open. A temporary transfer may be a good idea, rather than a permanent switch that leaves you without a lifeline.



You do your best work if you do a job that makes you happy. ~ **Bob Ross**

Rise High By Mastering People Skills

Success at work requires more than technical skills. Getting along with the people you work with, and for, is a crucial element of career success in any organization. Sharpen these essential interpersonal skills to win allies and influence the people around you:

- **Listening.** Show genuine interest in what people are telling you. You'll gather better information and build relationships with people who can help you do your job.

- **Collaboration.** Support your co-workers and your team's goals. Offer ideas and assistance to help them solve problems and get ahead, and they'll extend the same help to you.

- **Empathy.** Learn to examine situations and problems through the other person's perspective. You'll avoid personality conflicts and gain skill at persuading co-workers, and even your boss, to support you in your plans.

- **Patience.** Stay calm when dealing with difficult people. Keeping your cool shows professionalism and confidence, both of which will get you noticed by upper managers.

- **Flexibility.** Don't insist on getting your own way. Be ready and willing to adapt to other viewpoints and strategies. This shows your commitment to team goals instead of your personal agenda.

- **Assertiveness.** Being flexible doesn't mean you should let people walk all over you. Be ready to stand up for yourself and your ideas—politely, but firmly.



Local Employers Need YOU to Help Them Fill Job Openings!

Are you interested in starting a new career? Local employers are looking for individuals who are interested in Health Care, Manufacturing/Trades, and Transportation.

Health Care:

- ◇ Certified Nurse Assistant (CNA)
- ◇ Certified Medical Assistant
- ◇ Direct Support Professional (DSP)
- ◇ Dental Assistant

Manufacturing Trades:

- ◇ Heating/Air Conditioning (HVAC)
- ◇ Electrical Maintenance Mechanic

Transportation:

- ◇ CDL A Tractor Trailer Driver
 - ◇ CDL B Heavy/Dump Truck Driver
 - ◇ Heavy Equipment Op & Maintenance
- If you don't already have the skills, local providers have training and a scholarship may be available to help you pay!

Inquire today to become part of these exciting careers!

See your Case Manager for more information or call Michelle at (315) 591-9055 or email her at michelle.smith@oswegocounty.com



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
2	3 4:30-7:30 VITA Tax Prep	4 WIOA Overview 9:00-11:00 Effective Interviewing 1:30-3:30 Intro to Computers	5 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	6
9 11:00-1:00 Open Lab	10 9:00-4:00 Word 4:30-7:30 VITA Tax Prep	11 WIOA Overview 8:45-10:30 Eff. Resume Writing 10:30-12:30 WISE Workshop	12 9:00-11:00 Ready Set Go	13
16	17	18 WIOA Overview 9:00-11:00 Effective Interviewing 1:30-3:30 Ready Set Go (2A) 1:30-3:30 Internet Job Search	19 9:00-11:00 Ready Set Go 9:00-4:00 Excel 11:00-12:30 Metrix 1:30-3:30 Civil Service	20
23 11:00-1:00 Open Lab	24 9:00-4:00 QuickBooks	25 WIOA Overview 9:00-11:00 Eff. Resume Writing 1:30-2:30 Cover Letter	26 9:00-11:00 Ready Set Go 9:00-12:00 PowerPoint 1:30-3:30 Over 40 & Hired	27
30		For more information or to sign up, please call — 315-591-9000		

- ◆ **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 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 2016** - 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.
- ◆ **Microsoft Word 2016** - 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.
- ◆ **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 2016** - 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.

- ◆ **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.
- ◆ **Ready Set Go (to Work)** - How to look for work, the hidden job market, selecting the best resume format, 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.
- ◆ **WISE Workshop** - These sessions will assist SSDI and SSI beneficiaries in knowing how working will affect benefits payments and medical insurance coverage.

**Partner Agencies/
Workshops**

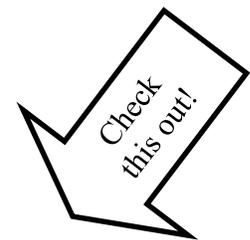
**Oswego County
Opportunities**
www.oco.org

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.



Did You Know...

- ◆ **Did you know...**that Oswego County’s average unemployment rate for December 2017 was 6.8%? This was an increase from the November 2017 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 you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.
- ◆ **Did you know...**that we will start holding Summer Youth Program orientations in May?



Put us to work for you

Connect for Success

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(315) 591-9247 TTY

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

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

Free Tax Preparation is available in the Career Center every Tuesday from January 30—April 10th **except March 13** from 4:30-7:30pm

A representative from CiTi will be here on Tuesdays from 10:00-12:00pm

Please see the front desk attendant for more information.

Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades

* If you’re interested in training or a scholarship, see your caseworker or call Michelle at (315) 591-9055 or email her at michelle.smith@oswegocounty.com

Friend us on Facebook: *Oswego County Workforce New York Youth (Ages 16—24)* Facebook: *Oswego County Youthworks*

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