

# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

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Oswego County Workforce New York offers several computer classes to our customers. These classes provide a "hands on" approach to learning various computer skills. Classes offered include:

*Introduction to Computers* is a class that teaches you the basic components of a computer and how to use them.

*Internet Job Search* provides a job seeker with the skills to search and apply for jobs listed on the internet. This class is an excellent follow-up to the Introduction to Computers class.

*Microsoft Word* is a program that will give you an understanding of how to create and format documents such as resumes and cover letters. Tips will be given on how to make these documents look more professional.

*Microsoft Excel* helps the job seeker keep track of not only their expenses while

looking for a job, but the actual job search as well. With this program, you can keep track of when an application was sent including which resume was sent to a potential employer. You can also keep track of dates and times of interviews.

*QuickBooks* is a versatile program used in accounting/bookkeeping, customer service, sales and inventory control. Previously, it was thought of as only an accounting program, but it has become a tool that benefits both employer and employee.

*Microsoft PowerPoint* provides creative ways to build presentations which can be used during meetings or displayed on a monitor in common areas to provide a customer with company information including upcoming events.

Talk to your assigned staff person or see the Front Desk attendant to sign up for one or more of these computer classes.



## Be Ready for Detours in Your Career Path

### 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!

Even the most successful people feel fear sometimes. They just don't let it overcome them. You can learn to control your fear and achieve your goals by following this advice:

• **Explore your memories.** Look back over your career. What situations have made you feel afraid? Do you see any common denominators? When was the last time you were afraid of something and did it anyway?

• **Construct a worst-case scenario.** When a certain situation makes you nervous, try to think of the worst thing that could realistically happen. Chances are the reality won't be as devastating as you think, and examining the possibilities ahead of time will prepare you to avoid the pitfalls.

• **Shift your focus.** When you're confronted by a task that makes you fearful, stop and think about all the positive benefits it will produce in the end. Focus on those instead of what's making you feel scared.

• **Try new things.** At least once a month, take on a new task or accept a different responsibility. This will increase your capacity to take risks.

• **Review your risks.** Look at some of the risks you've taken recently. Chances are, most of them turned out okay. Figure out what made them work. Think about what actions you took that ensured success, and how you can duplicate those actions and decisions in other situations.

## Don't let social networking cost you your job

A survey of organizations with 1,000+ employees found that 8% have fired an employee for misbehavior related to social networks like Facebook or LinkedIn. How can you avoid joining them? Steer clear of these obvious online mistakes:

- ◆ Complaining about your boss or organization
- ◆ Posting that you're looking for a new job
- ◆ Sharing confidential information about your organization
- ◆ Criticizing your co-workers online
- ◆ Posting inappropriate photos of yourself
- ◆ Sharing workplace rumors online
- ◆ Spending too much time on social networking sites when you should be working



"Computers are better than we are at arithmetic, not because computers are so good at it, but because we are so bad at it."

- Isaac Asimov

## Computers at Work: Serve them well and they'll serve you

Computers are ubiquitous in the workplace these days. Like any tool, they're as useful as you make them, and they can also get you in trouble if you're careless. Here are some tips for safe computing in any workplace:

- **Create strong passwords.** Using "12345" or "password" to access your computer makes security too easy to bypass. Set passwords with a mix of numbers, capital letters, and symbols. Change them often.
- **Practice good ergonomics.** Sit in an adjustable chair at the right height, with good back support; sit at arm's length from the monitor; keep your wrists flat as you use the keyboard and mouse; minimize any glare from the monitor screen; and take frequent breaks away from the computer.
- **Save power.** Not a safety tip, but an important habit: Don't leave your computer on all night. Switch it off when you go home, or when you're going to be away from it for more than

four hours. Use the sleep function instead of a screen saver to cut down on energy.

- **Don't panic over problems.** Most computer problems can be solved by simply rebooting. If that doesn't work, stay calm when asking for help from your IT department. Venting your frustration on your co-workers won't help, and may slow down the problem-solving process.
- **Save your work.** Don't take any chances of losing something important. Save whatever you're working on regularly and often on your computer and on a flash drive, as well as on your organization's network if you have one.
- **Follow the rules.** Your computer is there for work, not fun. Don't waste time playing solitaire, checking Facebook obsessively, or looking at inappropriate websites. Remember that the computer belongs to your employer, not you, and that you can't expect anything you do with it to remain private in the workplace.



### ***JOBS IN DEMAND:*** **Licensed Practical Nurse (LPN)**



License Practical Nurse's (LPN's) are currently a "job in demand" locally. LPN's are nurses that care for people who are sick, injured, are convalescing or are disabled. They work under the direction of registered nurses or physicians.

Hospitals, clinics, nursing homes, rehabilitation centers, physicians' offices, schools, hospice/home care agencies, and more often hire LPN's.

The tasks that LPN's are authorized to perform vary considerably by both state and employer. Many of the duties of the LPN can seem to seem "basic", but these basic duties are definitely "practical". These can include, but are not limited to:

- ◇ Administering medications
- ◇ Observing patients
- ◇ Recording vital statistics and/or
- ◇ Monitoring patients for a change in clinical condition

The job of the LPN is not solely limited

to patient activities. LPN's are often expected to perform some clerical duties, which can include everything from making phone calls to data entry.

LPN's also need to possess good communication skills in order be able to speak to patients, family members and other health care professionals.

The person who has an ability to adapt to any situation and be flexible enough to handle emergencies is an ideal candidate. A concern for others and their needs is also a strength.

Becoming an LPN involves successfully completing practical nurse training and passing a New York State licensing exam.

At Oswego County Workforce New York, there may funding available for this training to help you meet your goal of becoming an LPN.

Speak to one of our Employment Specialists to discuss this in demand occupation and find out if you can



### Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
1	2 9:00-4:00 Word	3 9:00-11:00 Eff. Resume Writing WIOA Overview	4 9:00-11:00 Ready Set Go	5
8	9	10 9:00-11:00 Effective Interviewing WIOA Overview 1:00-3:00 Intro to Computers	11 9:00-11:00 Ready Set Go 9:00-4:00 Excel 11:00-12:30 Metrix	12
15	16	17 9:00-11:00 Eff. Resume Writing WIOA Overview 11:00-12:00 WISE	18 9:00-11:00 Ready Set Go 1:30-3:30 Over 40 & Hired	19
22	23 9:00-4:00 QuickBooks	24 9:00-11:00 Effective Interviewing WIOA Overview 1:00-3:00 Internet Job Search 1:30-3:30 Civil Service	25 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:30-2:30 Cover Letter	26
29	30	31 9:00-11:00 Eff. Resume Writing WIOA Overview		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



**Did You Know...**

- ◆ **Did you know...**that Oswego County's average unemployment rate for August 2018 was 4.8%? This was an decrease from the July 2018 rate of 5.3%.
- ◆ **Did you know...**that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call (315) 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](http://www.facebook.com) and search for Oswego County Workforce New York.

- ◆ **Did you know...**that you can visit [www.mybenefits.ny.gov](http://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.



**[www.indeed.com](http://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](http://syracuse.com) and [monster.com](http://monster.com). Click on Advanced Search to narrow your results by keyword, location and full or part-time.



Put us to work for you

*Connect for Success*

200 North Second Street  
Fulton, NY 13069

(315) 591-9000 phone  
(315) 591-9247 TTY

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

**WE'RE ON THE WEB AT**  
[WWW.YOURCAREERCONNECTION.ORG](http://WWW.YOURCAREERCONNECTION.ORG)

We are hosting the following recruitments:

GDI Services      October 5, 12, 19, & 26      9:00am-12:00pm

Please call or 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](mailto: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.