

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Volume 18, Issue 9

September 2018

Inside this issue:

SPOTLIGHT ON: Career Guidance	1
JOBS IN DEMAND: CNA	1
Avoid these errors when seeking a promotion	2
Should you give up on your dream job?	2
Try These Daily Habits to Succeed at Work	2
Workshop Calendar	3
Workshop Descriptions	3
Workshop Descriptions cont.	4
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!

SPOTLIGHT ON: Career Guidance

Oswego County Workforce New York offers a wide range of services to help you reach your employment goals including Career Guidance.

Are you currently working, but want something different? Many people come in to our office wanting a change, but just do not know how to go about it.

Are you not sure of labor market outlook for a career you are interested in? Our Employment Specialists can inform you of the current demand for the job you are looking for, and help you identify what skills you need in order to qualify for that job. Staff can also help you to identify skills (called transferable skills) you already have which would apply to that particular occupation. They can also offer suggestions for upgrading your skills, including potential training opportunities.

Do you need to upgrade your computer skills to pursue a new occupation?

Computer classes ranging from Introduction to Computers to Microsoft Excel are available right here in our office. (See pages 3-4 of this newsletter for class descriptions.)

Another option to help you upgrade your skills is the Metrix Online Learning System. Metrix provides courses in a wide variety of topics and can be done at your own pace. If interested, please see a staff person to sign up for a Metrix orientation where an overview of the system will be provided.

Other types of training opportunities can also be explored. On-the-job training (OJT) provides you with the ability to learn as you earn that much needed paycheck. Classroom training is another option that is appropriate in some cases.

We take pride in helping others try to obtain their employment goals, but it is up to you to begin the process. Stop by our office to speak to one of our knowledgeable staff members and let us help you!

JOBS IN DEMAND: Certified Nursing Assistant (CNA)

One occupation which is in demand locally is Certified Nursing Assistants (CNA's). This job, at times, can be both intense and fast-paced, but fulfilling someone's basic quality-of-life needs can also be extremely rewarding. A strong desire to help people offers the CNA the ability to provide the best care possible to patients of any age.

CNA's often work under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) helping with the general care of patients. Taking vital signs or adjusting a patient's position in bed are just some of the duties a CNA may be asked to perform.

While job duties vary from employer to employer, some common CNA duties

include:

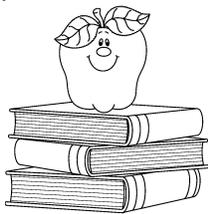
- Answering patient call signals to determine patients' needs.
- Repositioning bedridden patients.
- Providing physical support to assist patients to perform daily living activities.
- Reviewing patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
- Measuring and recording food and liquid intake or output, reporting changes to medical or nursing staff.

If you're interested in this high demand field, training is available locally. Funding may be available to those who qualify. Stop by Oswego County Workforce New York to find out if you qualify and how you can become a Certified Nursing Assistant.

Avoid these errors when seeking promotion

Looking to get promoted? Guard against these mistakes:

- **Poor time management.** No matter how much you ultimately get done, if you don't plan your day you'll be seen as reacting to events, not proactively leading people toward long-term success.
- **Minimal effort.** You may be tempted to do just what's required of you, no more and no less. By not taking any chances, your success rate can look pretty good. But in order to be noticed, you have to go beyond basic expectations. Show some initiative to demonstrate your commitment to the organization's success.
- **Not learning anything new.** You may think you learned everything you need to know during your first year on the job, but your industry and organization are changing whether you like it or not. Take classes, read widely, and talk to experts to stay on top of what's new and exciting.
- **Constant complaining.** Your organization may have problems that ought to be addressed, but getting a reputation as a chronic complainer, no matter how valid your criticisms may be, will only make upper management question your commitment to success. Try to quietly influence what you can, and voice a positive attitude every chance you get.



"The only thing more expensive than education is ignorance."

- Benjamin Franklin

Should you give up on your dream job?

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 impractical 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 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.

Try These Daily Habits to Succeed at Work

Want to succeed on the job? It takes more than just hard work. These tips can help you get a leg up:

- **Focus on your strengths.** We all have gaps in our experience, but trying too hard to fill them can prevent you from putting your strengths to work. Identify what you do best and choose assignments that you can put your skills to work on. Fill in the gaps when you can, or collaborate with someone whose talents complement your own.

- **Leave work behind.** At the end of the day, don't obsess over what went wrong. Spend a few minutes analyzing your day and setting up your schedule for tomorrow, but don't dwell on work once

you've left. Give your mind and body a chance to relax.

- **Learn how you work best.** Your environment is key to your success. Is a quiet workspace a necessity, or do you thrive in a fast-paced atmosphere? These days employees can work almost anywhere, so pay attention to where and how you do your best work so you can be as productive as possible.

- **Watch your attitude.** Pay attention to how your mental attitude about your job and work surfaces around other people. Don't give in to cynicism or negativity, no matter how stressful your day is going. Focus on your tasks and other people, not on how you're feeling.



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
3 OFFICE IS CLOSED HAPPY LABOR DAY	4	5 9:00-11:00 Eff. Resume Writing WIOA Overview	6 9:00-11:00 Ready Set Go 12:30-2:30 Intro to Computers	7
10	11	12 9:00-11:00 Effective Interviewing WIOA Overview 11:00-12:30 WISE Workshop	13 9:00-11:00 Ready Set Go 9:00-4:00 Word 11:00-12:30 Metrix	14
17	18 9:00-4:00 Excel	19 9:00-11:00 Eff. Resume Writing WIOA Overview	20 9:00-11:00 Ready Set Go 12:00-2:30 Internet Job Search 1:30-3:30 Over 40 & Hired	21
24	25	26 9:00-11:00 Effective Interviewing WIOA Overview 9:00-4:00 QuickBooks 1:30-3:30 Civil Service	27 9:00-11:00 Ready Set Go 1:30-2:30 Cover Letter 2:30-4:00 Metrix	28
27				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 July 2018 was 5.3%? This was a decrease from the June 2018 rate of 5.4%.
- ◆ **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 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.



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

We are hosting the following recruitments:

GDI Services	September 7, 14, 21, 28	9:00am-12:00pm
Mini Job Fair	September 27	11:00am-1:00pm

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

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.