February 2018

Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
			1 **9:00-11:00** Ready Set Go	2
5 **11:00-1:00** Open Lab	6	7 9:00-11:-00 Effective Interviewing 2:00-4:00 Intro to Computers WIOA Overview	8 **9:00-11:00** Ready Set Go **9:00-4:00** Word **11:00-12:30** Metrix	9
12 **11:00-1:00** Open Lab	13	14 9:00-11:00 Effective Resume Writing WIOA Overview	15 **9:00-11:00** Ready Set Go **9:00-4:00** Excel	16
19 **Holiday**	20	21 9:00-11:-00 Effective Interviewing 1:30-3:30 Over 40 & Hired WIOA Overview	22 **9:00-11:00** Ready Set Go **1:00-2:30** Metrix	23
26 **11:00-1:00** Open Lab	27 **9:00-4:00** QuickBooks	28 9:00-11:00 Effective Resume Writing 11:00-12:00 WISE Workshop 1:30-3:30 Civil Service 2:00-4:00 Internet Job Search WIOA Overview		**For more information or to sign up, please call—** 315-591-9000

- **Are you Ready for the Job Fairs?** - This workshop will prepare you for the job you want to get. You will learn how to: dress, plan your day, what to bring, and post follow up. Please join us in this process of trying to obtain new employment.
- **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 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. 9am – 4 pm
- **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. 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.