



## Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
For more information or to sign up, please call —				1
	5	6 WIOA Overview 9:00-11:00 Intro. to Computers	7 9:00-11:00 Ready Set Go 9:00-4:00 Word 11:00-12:30 Metrix	8
11 4 11:00-1:00 Open Lab	12 9:00-4:00 Excel	13 WIOA Overview	14 9:00-11:00 Ready Set Go	15
18	19	20 WIOA Overview 9:00-11:00 Eff. Resume Writing 1:00-3:00 Internet Job Search 1:30-3:30 Over 40 & Hired	21 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:30-3:30 Civil Service	22
25 11:00-1:00 Open Lab	26	27 WIOA Overview 9:00-11:00 Effective Interviewing 1:30-2:30 Cover Letter	28 9:00-11:00 Ready Set Go 9:00-4:00 QuickBooks	29

- ◆ **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.