



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
1	2	3 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview 9:00-4:00 Word	4 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	5
8	9 10:00-12:00 Intro to Computers	10 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview	11 9:00-11:00 Ready Set Go 9:00-4:00 Excel 1:30-3:30 Effective Cover Letter	12
15	16 10:00-12:00 Internet Job Search	17 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview	18 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:30-3:30 Civil Service	19
22	23	24 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 9:00-4:00 Quickbooks 1:30-3:30 Over 40 & Hired	25 9:00-11:00 Ready Set Go	26
29 Memorial Day	30	31 9:00-1:00 Effective Interviewing		For information or to sign up please call – 591-9000

- ◆ **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 2010-** 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 2010-** 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.