

LaGuardia Workforce1

29-10 Thomson Avenue Room C-400
Long Island City, NY 11101
718.609.2130

WORKFORCE **1**

November 2009

ORIENTATION TO WORKFORCE1

This is your introduction to the LaGuardia Community College Workforce1 Career Center. Learn about how to jump-start your job search, find how to use training to upgrade your skills for employment, and learn how to best use Workforce1 resources. Please bring an electronic copy of your resume on a jump drive/diskette. Enrollment into Workforce1 is required before you can utilize the services. You can enroll by attending an Orientation. Orientation times are:
Monday-Thursday: 9am
Wednesday and Thursday: 5:30 pm
1st and 3rd Saturday of the month: 10am

RESOURCE ROOM

Use the facilities of this state-of-the-art room to seek employment, find information on careers, and apply directly to jobs. You will have access to high speed internet, printers, copy machines, and phones to make business contacts. Our friendly staff is there to assist you in any of the above mentioned activities. Availability is subject to change. Two hours per day maximum.

RESUME BASICS: FIRST LEVEL

Building a resume is like baking a cake: you will need time to follow a detailed format and a set of instructions on how to make it from scratch. Come and learn the basic steps on how to create your resume. Computer literacy is needed.

RESUME REVIEW: SECOND LEVEL

Do you already have a resume but feel that it needs to be better or stronger? Our highly knowledgeable staff will review it to make recommendations and coach you on how to make it an AMAZING tool in your job search. (By appointment only)

11/7/2009 & 11/21/09: 10am-3pm

INTERVIEW SKILLS WORKSHOP

You have worked hard to get that interview and now you have a chance to get that job. Attend this workshop to learn more about the interview process, discover how to answer difficult questions, and gain confidence through fun group exercises. Go out there and GET THAT JOB!!

IS TRAINING RIGHT FOR YOU?

Find out which training programs are available and how to determine if you are eligible to receive a training grant. (By appointment only)

TRAINING NOW WHAT?

Now that you are nearing the end of your training, attend this exciting workshop to see what jobs are available and meet with our staff to plan your next steps to securing employment.(By appointment only)

JOB SEARCH: GETTING THE JOB YOU REALLY WANT

There are many ways to look for work. Our experienced staff will help you discover the method that works best for you, so you can get the job of your dreams.

LAGUARDIA STUDENTS & ALUMNI

Current LaGuardia Students and Alumni can visit the Employment and Career Services Center (ECSC) in Room C-102 to use Workforce1 services.

NEW EXTENDED HOURS!!

Monday: 9am-5pm
Tuesday: 9am-8pm
Wednesday: 9am-8pm
Thursday: 9am-8pm
Friday: 9am-5pm
11/7/2009 & 11/21/09: 10am-3pm

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