

Workshop Descriptions – OCTOBER 2009

WORKFORCE1 ORIENTATION

Brief introduction to Center's services for first-time Workforce1 customers and their enrollment with the system. Walk-in customers welcome, first come first served. Open to walk-in first-time customers.

ADVANCE AT WORK SPECIAL ORIENTATION

Introduction to career advancement services available to customers consistently employed at least over the past 6 months.

JOB PLUS SPECIAL ORIENTATION

Introduction to supporting services available to low-income customers and customers associated with community based organizations.

SUPPORTIVE ORIENTATION SERVICES

Introduction to Center's services (as in Orientation, with assistance provided to customers with disabilities or other barriers in the Workforce1 registration process.

JOB CORPS SPECIAL ORIENTATION

Designed for customers 16 to 24 years of age to provide them with vocational information and training.

JOB QUEST

Designed for customers presently receiving unemployment benefits who qualify for intensive job search assistance.

BUSINESS CERTIFICATION

Opportunity to meet individually with a career advisor to discuss employment and training, your next steps, and to review your resume for potential updates and quality improvement. You must bring your resume in an electronic format.

CAREER STRATEGIES & PERSONAL GROWTH

Designed for customers focused on promoting their personal growth and developing job readiness skills.

10 STEPS TO STARTING YOUR OWN SMALL BUSINESS

Becoming your own boss? Learn all about it!

HELP DESK

Get answers to frequently asked questions regarding Workforce1 and related services. We will point you out in the right service direction and, need be, schedule appointment to come back to the Center. Open to walk-in first-time customers.

CAREER DAY MORNING / AFTERNOON EVENTS

Guest employers recruit for specific job openings; includes Workforce1 enrollment of first-time customers. Check our monthly Calendar of Events to learn what employers are hiring on a given day. Open to walk-in first-time customers.

BASIC RESUME WRITING

Learn how to create a resume that provides accurate and needed information in a required format.

ADVANCED RESUME WRITING

Discussion and hand-out materials for individuals to improve the quality of their resume followed by a realistic discussion of the NY labor market reviewing various aspects of both employment and training.

INTERVIEWING SKILLS / EMPLOYMENT ESSENTIALS

Two-day seminar with discussion, hints, mock interviews, and hand-out materials to improve your abilities and success during interviews. You only have one time to make a good first impression!

EMPLOYMENT TRAINING SEMINAR

Learn how to use available training options to support your employment needs.

TRAINING TECHNICAL ASSISTANCE

Technical assistance provided to customers interested in enrolling in training.

TRAINING... NOW WHAT?

For all customers who have received training grants (ITG) and are currently enrolled in or completed training – opportunity to update their resumes with newly acquired skills from training and to be screened for job opportunities that match skills and employment goals. Customers must bring resume in an electronic format.

EDUCATION OPTIONS FOR CAREER SUCCESS

Learn how to select the educational options and schools that are right for you.

RETIREMENT PLANS DECISIONS

Introduction to long / medium term saving strategies, including retirement plans.

JOB SEARCH COUNSELING / JOB MATCHING

Opportunity to meet individually with an Account Executive, establish your general career path and screen your resume against available open positions.

MS APPLICATION SPECIALIST TRAINING

Great opportunity to get to the highest level of proficiency in MS Word and acquire the MOCAS credentials.

MS WORD & EXCEL – LEVEL 1 & 2 TRAINING

Opportunity to get proficient in MS Office suite – Word and Excel applications.

GETTING TO KNOW MS OFFICE 2007

Opportunity to get proficient in MS Office suite – Word and Excel applications of 2007 edition.

COMPUTER FOR BEGINNERS

Brief introduction for absolute beginners on how to utilize a computer.

RESOURCE ROOM SERVICE PROGRAM

Monday through Friday

- 9:00AM-10:30AM Session 1 (sign-up 9:00AM)
- 10:30AM-12:00AM Session 2 (sign-up 10:15AM-10:30AM)
- 12:30PM-1:30PM Email Power Hour
- 1:00PM-3:00PM Session 3 (sign-up 12:45PM-1:00PM)
- 3:00PM-4:30PM Session 4 (sign-up 2:45PM-3:00PM)

NOTE: First come first served at sign-up. The room is cleared of all customers at the end of each session. Participation in subsequent and/or other sessions subject to separate sign-up and available capacity.

EMAIL POWER HOUR

For those who do not know how to establish their email address. Also brief instruction on how to use email.

RESOURCE ROOM PLUS

Create or update your resume and send it to potential employer. Basic computer and other resource staff assistance provided.

NOTE: First come first served at sign-up. Up to 1.5 hour session per customer - depending on the number of customers waiting for the next session, the room is cleared of all customers at the end of each session. Participation in subsequent and/or other sessions by the same customer subject to available capacity.

New York City Workforce1 operates an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.