

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm Job Seekers Speed Networking- 1:30-3:30pm	
5	6	7	8	9
	 OFFICE CLOSED	Choices- Career Assessment Workshop- 1:30-3:00pm Career Exploration- HVAC 9:30am Career Exploration- Franchising 9:30am Hiring Event- Fed Ex 9:00am-12:00pm How to Target Companies and Employers Effectively- 10am-1pm	Mature Worker Program- 10:30-2pm Job Corps- 12:30-3:30pm Hiring Event- SAS Retail 9am-12pm Resume Writing- 1:00-3:00pm	
12	13	14	15	16
 OFFICE CLOSED	Mature Worker Program 10:30-2pm Getting Started with LinkedIn- 9:30am-12:30pm Mastering LinkedIn Part 2- 1:00pm-4:00pm	Disclosure in the Workplace- 1:30-3:00pm Hiring Event- Liberty Moving & Storage 9:00am-12:00pm Career Exploration- Starting Your Own Business 9:30-11:30am	Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm Hiring Event- Modern Italian Bakery 9:00am-12:00pm ACCES-VR Orientation 2-3pm	Salary Negotiations- 1:00-3:00pm
19	20	21	22	23
	Mature Worker Program 10:30-2pm Career Exploration- Civil Service 9:30-11:00am		 OFFICE CLOSED	
26	27	28	29	30
	Mature Worker Program 10:30-2pm How to use the Internet for your Job Search- 1:30-3:30pm Mastering LinkedIn Part 1- 9:30am-12:30pm	Employability and Transferable Skills for the Workplace- 1:30-3:30pm Hiring Event- American Maintenance 9:30 am-1:00 pm	Mature Worker Program 10:30-2pm Job Corps- 12:30-3:30pm Cover Letter Writing- 1:00-3:00pm How to Work with Recruiters Effectively- 10am-1pm Interviewing- 1:30-3:30pm	

SUFFOLK COUNTY ONE-STOP EMPLOYMENT CENTER MONTHLY CAREER WORKSHOPS AND SERVICES

Career Exploration: Provides a unique opportunity to explore career paths and speak to industry leaders.

Effective Cover Letter Writing: Learn to prepare proper Marketing, Cover and Thank You letters.

How to Write a Winning Resume: Learn the latest theories of resume writing. Format samples are provided and production assistance may be offered.

Applying for Jobs Using Social Media: Learn the benefits and pitfalls of the online job application process, the use of job boards and social media.

Interviewing: Review the needed preparation, conduct, and follow-up to ensure interview success, including how to handle challenging questions.

How to Work with Recruiters Effectively: Learn to find the right recruiter, what information you should share, and how to navigate the process cautiously and effectively.

Networking: Discusses skills building and expanding your network to aid your job search. Most successful technique to finding a job in today's market.

Salary Negotiation: Outlines strategies to get the income you deserve, and provides answers to employer's questions regarding salary.

Transferable Skills: Demonstrates how to apply previously-learned industry experiences to any new occupation. Great for career-changers!

Proven Ways to Land a Job Today: Forty strategies and tips to most efficiently re-enter the workforce.

Facebook for Job Seekers: Two-hour Facebook job search workshop. Learn how to research companies and expand networking capabilities, how HR professionals and recruiters use FB, and how to protect yourself from unflattering and inappropriate content.

LinkedIn for Beginners: A 2-hour, hands-on, social media workshop where you will learn how to create a LinkedIn account and profile, to help you in your job search.

Mastering LinkedIn (Advanced): A two-part, advanced, 3-hour, hands-on workshop for current LinkedIn users who have accounts. Covers best practices on building your profile, connections, recommendations and endorsements.

How to Target Companies & Employers: Learn how to identify potential employers, research company information, develop contacts within an organization, and learn about the many resources to use in your job search.

ACCES-VR Orientation: (Adult Career and Continuing Education Services- Vocational Rehabilitation -formerly VESID) Assists individuals with disabilities to obtain and maintain employment.

NYS Veterans Representative: A New York State Veteran's representative will speak to veterans about employment opportunities as well as Federal & State programs specifically for veterans.

Choices: A Career Assessment tool used to evaluate and examine your interests, work values, and the beliefs about your skills.

How to use the Internet as a Job Search Tool: Learn how to navigate the Internet for your Job Search.



Department of Labor

November 2018

Pre-registration required.

Call 631-687-4833 or 631-687-4832 to register or for information.

Dates and times subject to change.

A proud partner of the American JobCenter network
Workforce New York One-Stop Career Center
160 South Ocean Avenue, Patchogue, NY 11772

Monday	Tuesday	Wednesday	Thursday	Friday
			1 LinkedIn 101 @ 1:30pm	2
5 Breaking Barriers @ 10:30am	6 Resume Writing @ 9:30am	7 LinkedIn Advanced @ 1:30pm	8 ACCES-VR @ 3:00pm	9
12 Office Closed 	13 Interview Techniques @ 1:30pm	14 Transferable Skills /Career Exploration @ 9:45am	15	16 Job Search Strategies for People Over 40 @ 1:00pm
19	20 Transferable Skills @ 10:00am Introduction to JobZone @ 2:00pm	21	22 Office Closed 	23
26	27 Cover Letter Writing @ 9:30am	28 Internet Job Search @ 1:30pm	29 Resume Improvement @ 9:30am	30 How to Handle a Job Loss @ 9:45am

DESCRIPTION OF GROUP WORKSHOPS

To Register for Workshops, Call: 631-687-4833 or 631-687-4832

ACCES-VR Orientation: (**A**dult **C**areer and **C**ontinuing **E**ducation **S**ervices- **V**ocational **R**ehabilitation - formerly VESID) Connects eligible individuals with disabilities to training and employment opportunities.

Breaking Barriers: If you have a criminal conviction that is preventing you from getting meaningful employment, Breaking Barriers can help you overcome the barriers and stigma a criminal conviction can cause. Breaking Barriers helps ex-offenders by fixing RAP Sheet Errors, and determining eligibility and filing for a Certificate of Relief from Disabilities or a Certificate of Good Conduct.

Cover Letter Writing: Provides instructions on how to build a perfect cover letter along with marketing and thank you letters. This is a participatory workshop in which participants will be writing and sharing for feedback. Participants are encouraged to bring their most recent résumé, cover letter, and job description for the most recent job they've applied to. Approximately 2 hours.

How to Handle a Job Loss: Explore the stages of grief a worker goes through with the loss of employment, shock, denial, anger, depression and acceptance. Share your feelings about any stage of this process. Other job seeking tips are included, such as interviewing, networking and writing resumes.

Internet Job Search: The how's and why's of expanding your job search into Cyberspace. Learn how to e-mail and post your resume online.

Interview Techniques: Review the needed preparation, conduct, and follow-up to ensure interview success, including how to handle challenging questions and mock interviews.

Introduction to JobZone: Learn to navigate the JobZone website to explore and save career-related information. Basic computer skills and an NY.GOV account are both required to attend this workshop.

Job Search Strategies for People Over 40: Covers the changes in approach and methodology for applicants with "too much" experience on their resumes.

Job Seekers Networking Group: Strengthen your networking skills and meet other people in similar situations who may lead you to your next job.

LinkedIn 101: An introductory course to LinkedIn. This course is geared towards people who either do not have a LinkedIn profile or less than 50 connections. This course teaches how to set up a basic user profile on LinkedIn as well as some basic tips on how to make an effective profile.

LinkedIn Advanced: This workshop is for those who have an established LinkedIn profile and want to learn how to effectively network using LinkedIn, and learn various tips and tricks to improve profile visibility and networking opportunities. Must bring login information, as individual profiles may be critiqued by facilitator.

Resume Writing: An introductory resume writing course for first time resume writers. You will learn the latest format and theories so you can create a winning resume. Please note that actual resume writing will not take place in this workshop.

Resume Improvement: Get tips on how to improve your current resume. Learn to customize your resume with your skills and experience when applying for jobs.

Social Media and Your Brand: Building your personal/professional brand through social media. Ideal for people familiar with social media tools.

Transferable Skills: Demonstrates how to take previous, industry-specific experiences and turn them into a group of general skills applicable to any new occupation while exploring a variety of new careers. Great for career-changers!

Transferable Skills/Career Exploration: Explores how you can take prior-learned occupational skills from one industry and apply them to another. The workshop also assists in providing Career Exploration with your new transferable skills so they can benefit you in your new career field.

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