

# Employment Center Calendar

*All Workshops and Career Quests Require Pre-Registration\**

A proud partner of the American **JobCenter** network

February 2018

631-853-6600

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Mature Worker Program 10:30-2pm Job Corps 12:30-3:30pm	
5	6	7	8	9
How to Target Companies and Employers Effectively 10am-1pm	Mature Worker Program 10:30-2pm <a href="#">Career Quest</a> - Franchising 9:30am-11:00am  Interviewing 1pm-3:30pm	How to use the Internet for Your Job Search - 1pm-3:30pm  <a href="#">Career Quest</a> - Civil Service 9:30 am - 11:30am	Job Corps 12:30-3:30pm <b>Effective Cover Letter Writing</b> 1pm-3:30pm <b>Mastering LinkedIn Part 2</b> 9:30am-12:30pm <b>Mastering LinkedIn Part 1</b> 1pm-4pm	<b>Job Fair</b> -Easthampton Library 10am-1pm
12	13	14	15	16
Office Closed 	Mature Worker Program 10:30-2pm <b>Employability Skills for the Workplace</b> 1pm-3:30pm <a href="#">Hiring Event</a> DOL Riverhead Marshalls 9:30am-4pm <a href="#">Hiring Event</a> National Recruiting Group 9am-11pm	<a href="#">Career Quest</a> - Starting Your Own Business 9:30am-11:00am	Mature Worker Program- 10:30-2pm  Job Corps- 12:30-3:30pm <b>ACCES-VR Orientation</b> 2-3pm  <a href="#">Hiring Event</a> The Odyssey Group 9am-12pm	
19	20	21	22	23
Office Closed 	Mature Worker Program 10:30-2pm <b>Networking</b> 1pm-3:30pm	<b>Resume Writing</b> 1pm-3:30pm  <b>Disclosure in the Workplace-</b> 1pm-3:30pm	Job Corps- 12:30-3:30pm  Mature Worker Program 10:30-2pm	
26	27	28		
How to work with Recruiters Effectively 10am-1pm	Mature Worker Program 10:30-2pm  <b>Transferrable Skills</b> 1:pm-3:30pm	<a href="#">Hiring Event</a> - TJ Maxx 9am-12pm  <b>Choices- Career Assessment Workshop</b> 1pm-3:30pm		

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

Auxiliary aids and services available upon request to individuals with disabilities.

[www.suffolkcountyny.gov/labor](http://www.suffolkcountyny.gov/labor)

Steven Bellone, Suffolk County Executive

James DiLiberto, Workforce Development Board Chair

An Equal Opportunity Employer Program

R2/5/18

Frank Nardelli, Commissioner of Labor, Licensing & Consumer Affairs



**Career Quest:** One of the best ways of finding your personal career direction is to have an opportunity to explore career paths. Affords a unique opportunity to speak to industry leaders.

**Effective Cover Letter Writing:** You will be given examples of four types of cover letters and instructed on how to build the perfect cover letter along with marketing and thank you letters.

**How to Write a Winning Resume:** You will learn the latest format and theories of resume writing. You will be given some samples to model and we may be able to assist you with typing, if needed.

**Applying for Jobs Using Social Media:** Learn the ins and outs and potential dangers of the on-line job application process. Learn about the use of job boards and social media like Facebook and LinkedIn and how it might help you.

**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 effectively and cautiously.

**Networking:** The skills you need for building and expanding your own network of people to aid your job search. Most successful technique to finding a job in today's market.

**Salary Negotiation:** The basic ability to answer an employer's questions about salary and plan a strategy to get the income you need.

**Transferable Skills:** Demonstrates how to take previous industry-specific experiences and turn it into a group of general skills applicable to any new occupation. Great for career-changers!

**Proven Ways to Land a Job Today:** This workshop contains 40 strategies and points to Land a Job in the most efficient manner.

**Facebook for Job Seekers:** In this 2 hour workshop learn to use Facebook in your job search. Learn how to research companies and expand your networking capabilities. Learn how HR professionals and recruiters use this tool. Learn to protect yourself by removing or hiding 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 that will 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

# February 2018



## Workforce New York One-Stop Career Center, Patchogue

Pre-registration required. Call 631-687-4833 to register or for information. Dates and times subject to change.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Resume Writing @ 9:30am	2 Interview Techniques @ 9:45am
5 High School Equivalency Prep @ 9:30am - 12:30pm  Breaking Barriers @ 10:30am	6  Internet Job Search @ 1:15pm	7 High School Equivalency Prep @ 9:30am - 12:30pm  LinkedIn 101 @ 1:30pm	8  ACCES-VR @ 3:00pm	9 Transferable Skills/Career Exploration @ 9:45am
12 High School Equivalency Prep @ 9:30am - 12:30pm	13 Cover Letter Writing @ 9:30am	14 High School Equivalency Prep @ 9:30am - 12:30pm  Social Media and Your Brand @ 1:30pm	15 Resume Improvement @ 9:30am  Resume Writing @ 1:30pm	16  Job Search Strategies for People Over 40 @ 1:00pm
19  <b>OFFICE CLOSED</b>	20	21	22	23 How to Handle a Job Loss @ 9:45am
26 High School Equivalency Prep @ 9:30am - 12:30pm	27 Transferable Skills @ 9:45am  Introduction to JobZone @ 2:00pm	28  LinkedIn Advanced @ 1:30pm		



## DESCRIPTION OF GROUP WORKSHOPS

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

**ACCES-VR Orientation:** (Adult Career and Continuing Education Services- Vocational Rehabilitation - 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. You will be given examples of different types of cover letters.

**High School Equivalency Prep:** Free High School Equivalency (HSE) TASC preparation program offered through Suffolk County Community College at the Workforce New York One-Stop Career Center. For information and to enroll, contact Wendy Bernardis at 631-451-4926.

**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 a valid email address 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.

**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.