

# Employment Center Calendar

December 2017

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

**631-853-6600**

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

Monday	Tuesday	Wednesday	Thursday	Friday
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4	5 Mature Worker Program 10:30-2pm <b>Resume Writing</b> 1pm-3:30pm <a href="#">Recruitment</a> - Voltpay 9am-12pm <a href="#">Career Quest</a> - Franchising 9:30am-11:30am <a href="#">Recruitment</a> -Bob's Furniture 9:30am-12:30pm- Riverhead	6 <a href="#">Recruitment</a> - NBTY 9am-12pm <a href="#">Recruitment</a> – Randstad 10am-1pm	7 <a href="#">Recruitment</a> :Home Depot 10am-1pm- Riverhead  Mature Worker Program 10:30-2pm Job Corps 12:30-3:30pm	8  <b>Employability Skills for the Workplace</b> 1pm-3:30pm
11 <b>Effective Cover Letter Writing</b> 1PM-3:30pm	12 <a href="#">Career Quest</a> –Civil Service 9:30am-11:30am <a href="#">Recruitment</a> –People Ready 10am-1pm  Mature Worker Program 10:30-2pm <b>Choices- Career Assessment Workshop</b> 1pm-3:30pm	13 <b>Interviewing</b> 1pm-3:30pm <a href="#">Career Quest</a> -SCCC Manufacturing Readiness 9:30am-11:30am <a href="#">Recruitment</a> – SAS Retail Services 9am-12pm	14 Mature Worker Program- 10:30-2pm Job Corps- 12:30pm-3:30pm <a href="#">Recruitment</a> - Office Team 9am-12pm  <a href="#">Career Quest</a> - SCCC HVAC & Manufacturing Technology 9:30am-11:30am	15  <b>Mastering LinkedIn Part 2</b> 9:30am-12:30pm <b>Mastering LinkedIn Part 1</b> 1:00pm-4:00pm
18 <b>Networking</b> 1pm-3:30pm	19  Mature Worker Program 10:30-2pm	20	21  Mature Worker Program 10:30-2pm Job Corps 12:30-3:30pm <b>Salary Negotiations</b> 1pm-3:30pm  <b>ACCES-VR Orientation</b> 2-3pm	22
25  <b>Office Closed</b>  <b>Merry Christmas</b>	26  Mature Worker Program 10:30-2pm	27  <b>Transferrable Skills</b> 1pm-3:30pm <b>How to use the Internet for Your Job Search</b> 12pm-2:30pm	28  Mature Worker Program 10:30-2pm Job Corps 12:30-3:30pm	29

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

R11/29/17

Frank Nardelli, Commissioner of Labor, Licensing & Consumer Affairs



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

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**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

# December 2017



## 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
<b>4</b> High School Equivalency Prep @ 9:30am - 12:30pm  Breaking Barriers @ 10:30am	<b>5</b> Internet Job Search @ 1:15pm	<b>6</b> High School Equivalency Prep @ 9:30am - 12:30pm  LinkedIn 101 @ 1:30pm	<b>7</b> Resume Writing @ 9:30am	<b>8</b> Transferable Skills/Career Exploration @ 9:45am
<b>11</b> High School Equivalency Prep @ 9:30am - 12:30pm	<b>12</b>	<b>13</b> High School Equivalency Prep @ 9:30am - 12:30pm	<b>14</b> Resume Improvement @ 9:30am  ACCES-VR @ 3:00pm	<b>15</b> Interview Techniques @ 9:45am
<b>18</b> High School Equivalency Prep @ 9:30am - 12:30pm	<b>19</b>  Transferable Skills @ 9:45am	<b>20</b> Cover Letter Writing @ 9:30am  LinkedIn Advanced @ 1:30pm	<b>21</b>	<b>22</b> How to Handle a Job Loss @ 9:45am
<b>25</b> 	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

## **DESCRIPTION OF GROUP WORKSHOPS**

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

**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 cover letters. Participants are encouraged to bring their most recent résumé, cover letter, and job description for the most recent job they've applied to.

**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.

**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.

**Managing the Financial Impact of Job Loss:** Join us as our Financial Coach for Veterans shares tips and information on how to take steps to manage the financial impact of a job loss. Attendees will be invited to share ideas too! This workshop is open to all jobseekers; not just Veterans.

**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.

**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.