


Employment Center Calendar

May 2017

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

631-853-6600

A proud partner of the American Job Center network

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Career Quest- Franchising 9:30am-12pm Mature Worker Program 10-2pm	3 Career Quest- Starting Your Own Business 9:30am-11:30am	4 Career Quest- SCCC Manufacturing 9:30am-12:30pm Mature Worker Program 10-2pm Job Corps 12:30-3:30pm	5
8 Recruitment- HartWorks Staffing @ Riverhead One Stop Employment Center 9:30am-12:30pm How to Work with Recruiters Effectively 10am-1pm	9 Job Fair- South Country Library 10am-1pm Mature Worker Program 10-2pm Resume Writing 1pm-3:30pm	10	11 Mature Worker Program 10-2pm Job Corps 12:30-3:30pm Effective Cover Letter Writing 1pm-3:30pm	12 Mastering LinkedIn Part 1 9:30am-12:30pm Facebook for Job Seekers 1:00pm-3:00pm
15 How to Apply for Jobs Using Social Media 10am-1pm	16 Recruitment- Corinthian Cast Stone 9am-12pm Mature Worker Program 10-2pm	17 Recruitment- Randstad 9am-12pm Interviewing- 1pm-3:30pm	18 Job Fair- Health Care@ The One-Stop Employment Center 9am-1pm Mature Worker Program- 10-2pm Job Corps- 12:30-3:30pm ACCES-VR Orientation 2-3pm	19 Mini Job Fair- @ The One-Stop Employment Center 9:30am-11:30pm
22 How to Target Companies and Employers Effectively 10am-1pm	23 Mature Worker Program 10-2pm Salary Negotiations 1pm-3:30pm	24 Career Quest- Civil Service 9:30am-12pm Proven Ways to Land a Job Today 12:30pm-3:30pm	25 Mature Worker Program 10-2pm Job Corps 12:30-3:30pm Networking 1pm-3:30pm	26 Mastering LinkedIn Part 2 9:30am-12:30pm Getting Started with LinkedIn 1pm-4pm
29 Memorial Day  Center Closed	30	31 Career Quest- Starting Your Own Business 9:30am-11:30am Job Fair- Patchogue-Medford Library 10am-1pm Transferrable Skills 1pm-3:30pm		

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

www.suffolkcountyny.gov/labor

Steven Bellone, Suffolk County Executive

James DiLiberto, Workforce Development Board Chair

An Equal Opportunity Employer Program

R5/2/17

Frank Nardelli, Commissioner of Labor, Licensing & Consumer Affairs



Employment Center Calendar

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

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June 2017

631-853-6600

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Resume Writing 1pm-3:30pm	
5	6	7	8	9
<u>Recruitment</u> - Mary Haven @ Riverhead One Stop Center 9:30am-12:30pm Executive Job Search – Building a Target Company List 10am-1pm	<u>Career Quest</u> - Franchising 9:30am-12pm <u>Job Fair</u> - Port Jefferson Library 10am-1pm Mature Worker Program 10-2pm	Effective Cover Letter Writing 1pm-3:30pm	Mature Worker Program 10-2pm Job Corps 12:30-3:30pm	<u>Career Quest</u> - Civil Service 9:30am-12pm Mastering LinkedIn Part 1 9:30am-12:30pm Facebook for Job Seekers 1:00pm-3:00pm
12	13	14	15	16
Executive Job Search – Peer-to-Peer Executive Networking 10am-1pm	Interviewing 1pm-3:30pm Mature Worker Program 10-2pm		Mature Worker Program- 10-2pm Job Corps- 12:30-3:30pm Networking 1pm-3:30pm ACCES-VR Orientation 2-3pm	Mini <u>Job Fair</u> - @ The One-Stop Employment Center Hauppauge 9:30am-11:30pm
19	20	21	22	23
Executive Job Search – Establishing a Value-Driven Brand 10am-1pm	<u>Job Fair</u> - Community Library Shirley 10am-1pm Mature Worker Program 10-2pm Salary Negotiations 1pm-3:30pm	<u>Career Quest</u> - Starting Your Own Business 9:30am-11:30am	Mature Worker Program 10-2pm Job Corps 12:30-3:30pm Transferrable Skills 1pm-3:30pm	Mastering LinkedIn Part 2 9:30am-12:30pm Getting Started with LinkedIn 1pm-4pm
26	27	28	29	30
		Proven Ways to Land a Job Today 12:30pm-3:30pm	Mature Worker Program 10-2pm Job Corps 12:30-3:30pm	

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R5/16/17

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

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.

Affordable Health Insurance Options: A representative from The Health and Welfare Council of Long Island will provide free eligibility screening for New York State's Health Insurance Program. Information is given regarding free or low-cost insurance programs available to New York residents.



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 High School Equivalency Prep - 9:30am-12:30pm	2	3 High School Equivalency Prep - 9:30am-12:30pm	4	5 Interview Techniques @ 9:45am
8 High School Equivalency Prep - 9:30am-12:30pm	9	10 High School Equivalency Prep - 9:30am-12:30pm LinkedIn 101 @1:30pm	11 Resume Writing @ 9:30am ACCES-VR @ 3:00pm	12 Transferable Skills /Career Exploration @ 9:45am
15 High School Equivalency Prep - 9:30am-12:30pm	16	17 High School Equivalency Prep - 9:30am-12:30pm How to Handle a Job Loss @ 9:45am	18 Cover Letter Writing @ 1:30pm	19 Job Search Strategies for People Over 40 @ 1:00pm
22 High School Equivalency Prep - 9:30am-12:30pm Internet Job Search @ 1:15pm	23	24 High School Equivalency Prep - 9:30am-12:30pm LinkedIn Advanced @ 1:30pm	25 Resume Improvement @ 9:30am	26 Managing the Financial Impact of Job Loss @ 1:30pm
29 Office Closed 	30	31 High School Equivalency Prep - 9:30am-12:30pm Transferable Skills @ 9:45am		



JUNE 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	2 Interview Techniques @ 9:45am
5 High School Equivalency Prep @9:30am - 12:30pm	6 Internet Job Search @ 1:15pm	7 High School Equivalency Prep @9:30am - 12:30pm LinkedIn 101 @ 1:30pm	8 Resume Writing @ 9:30am ACCES-VR @ 3:00pm	9 Transferable Skills/Career Explorations @ 9:45am Job Search Strategies for People Over 40 @ 1:00pm
12 High School Equivalency Prep @9:30am - 12:30pm	13 Cover Letter Writing @ 1:30pm	14 High School Equivalency Prep @9:30am - 12:30pm	15	16
19 High School Equivalency Prep @9:30am - 12:30pm	20 Transferable Skills @ 9:45am	21 High School Equivalency Prep @9:30am - 12:30pm LinkedIn Advanced @ 1:30pm	22 Resume Improvement @ 9:30am	23 How to Handle a Job Loss @ 9:45am Managing the Financial Impact of Job Loss @ 1:30pm
26 High School Equivalency Prep @9:30am - 12:30pm	27	28 High School Equivalency Prep @9:30am - 12:30pm	29	30



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.

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.

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 job loss. Attendees will be invited to share ideas too!

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.