

Employment Center Calendar

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

February 2017

631-853-6600

Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>Job Fair</u> - Wyandanch Library 10am-1pm Resume Writing 1pm-3:30pm	2 <u>Recruitment</u> - CAM Staffing 9am-12pm Mature Worker Program 10-2pm Job Corps 12:30-3:30pm	3 Mastering LinkedIn Part 1 9:30am-12:30pm Facebook for Job Seekers 1:00pm-3:00pm Effective Cover Letter Writing 1pm-3:30pm
6 <u>Recruitment</u> - Utopia Home Care @ Riverhead One Stop Center 9:30am-1pm How to Target Companies and Employers Effectively 9am-12pm How to Work with Recruiters Effectively 1pm-4pm	7 <u>Recruitment</u> - TruGreen 9am-12pm <u>Career Quest</u> - Franchising 9:30am-12pm Mature Worker Program 10-2pm	8 <u>Career Quest</u> - Civil Service 9:30am-12pm	9 <u>Recruitment</u> - Amneal Pharmaceuticals 9am-12pm Mature Worker Program 10-2pm Job Corps 12:30-3:30pm	10 Mini Job Fair @ Hauppauge One Stop Employment Center 9:30am-11:30am Companies to Attend: (HW Staffing, Lloyd Staffing, WindowRama, NorthWell Health, Dunkin Donuts/Baskin Robins, Liberty Moving and Storage)
13 Office Closed  Lincoln's Birthday	14 <u>Career Quest</u> - Manufacturing Readiness with Suffolk Community College 9:30am -11:30am Mature Worker Program 10-2pm	15 <u>Recruitment</u> - Dollar Tree 9am-12pm <u>Career Quest</u> - Starting Your Own Business 9:30am-11:30am Interviewing - 1pm-3:30pm	16 Mature Worker Program- 10-2pm Job Corps- 12:30-3:30pm ACCES-VR Orientation 2-3pm	17 Mastering LinkedIn Part 2 9:30am-12:30pm <u>Job Fair</u> - Sachem Library 10am-1pm Getting Started with LinkedIn 1pm-4pm
20 Office Closed  Washington's Birthday	21 Mature Worker Program 10-2pm Salary Negotiations 1pm-3:30pm	22 ***New Workshop*** Proven Ways to Land a Job Today 12:30pm-3:30pm	23 Mature Worker Program 10-2pm Job Corps 12:30-3:30pm Transferrable Skills 1pm-3:30pm	24
27 How to Apply for Jobs Using Social Media 10am-1pm	28 Mature Worker Program 10-2pm Networking 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

R2/1/17

Frank Nardelli, Commissioner of Labor, Licensing & Consumer Affairs



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.

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Resume Writing @ 9:30am	3 Interview Techniques @ 9:45am
6	7 Internet Job Search @ 1:15pm	8 LinkedIn 101 @1:30pm	9 ACCES-VR @ 3:00pm	10 Transferable Skills /Career Exploration @ 9:45am
13	14	15	16 Resume Improvement @ 9:30am Cover Letter Writing @ 1:30pm	17 How to Handle a Job Loss @ 9:45am Job Search Strategies for People Over 40 @ 1:00pm
20  Office Closed	21	22	23	24
27 LinkedIn Advanced @ 1:30pm	28 Transferable Skills @ 9:45am			

DESCRIPTION OF GROUP WORKSHOPS

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

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

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.

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.

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.

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.