

## Career Center Workshops

TITLE	DESCRIPTION
<b>Interviewing Techniques</b>	<ul style="list-style-type: none"> <li>• Learn the importance of preparation and research prior to an interview</li> <li>• How to answer tough questions</li> <li>• Address perceived barriers; and negotiate your salary</li> </ul>
<b>Exploring Work Search Resources</b>	<ul style="list-style-type: none"> <li>• Overview of tools found in the Department of Labor's website developed by employment experts and how to use them effectively for your job search</li> </ul>
<b>Getting Back To Work</b>	<ul style="list-style-type: none"> <li>• Covers topics such as, job search, the hidden job market, resume writing, and interview skills</li> </ul>
<b>Job Search Techniques</b>	<p>This workshop is designed to help you expand your job search:</p> <ul style="list-style-type: none"> <li>• You will explore the visible and hidden job market</li> <li>• Learn new resources to help you search for a job</li> <li>• How to network and Learn how to recognize and define your transferable skills</li> </ul>
<b>First Steps</b> - Intro to Technology -	<ul style="list-style-type: none"> <li>• Update and format your resume using Microsoft Word</li> <li>• Create and use appropriate e-mail address along with creating an Indeed profile</li> <li>• Learn how to apply to jobs online and upload your resume.</li> <li>• Obtain tips for writing effective cover letter and thank you letter.</li> </ul> <p><i>This workshop is presented by: <b>ATTAIN LAB (EOC)</b> ***<b>(Prerequisite – electronic resume)</b>***</i></p>
<b>ACCESS-VR Orientation</b> (Adult Career and Continuing Education Services - Vocational Rehabilitation)	<p>Services are for individuals with disabilities that interfere with getting or keeping a job or who have difficulty advancing at their job. VR services may only be provided if your goal is employment. The best way to learn about the vocational rehabilitation process and VR services is to attend an orientation. Information provided at an ACCES-VR orientation session may help you decide if it is the right service for you.</p> <p><b>Call 473-8097 for reservation, offered the 2nd Thursday of every month at 1:30pm</b></p> <p><b>**Auxiliary aids and services are available upon request to individuals with disabilities**</b></p>

### Career Center Partners

The following Partners have representatives available at the Albany Career Center to assist you:

- **Albany County Department of Aging**      • **Educational Opportunity Center (EOC)**  
Thursdays, 9:00am. To 3:00pm.      Tuesdays, 10:00 A.M. – 273-1900 x 2362
- **Women's Employment Resource Center (WERC)**  
Monday – Friday, 8:30am. to 4:30pm



# JANUARY 2019

## WORKSHOPS

You must sign up in person and be a valid Career Center member in order to register for workshops. If the workshop is at full capacity, you may sign up as an alternate on the morning of the workshop.



## IMPORTANT

If you are unable to attend a workshop and do not notify the receptionist at the Career Center by 4:00pm the previous day, you will be considered a no-show.

## WISH TO ATTEND A WORKSHOP?

Registration is required – please call 462-7600, Option 3.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <b>Holiday – Center Closed</b> 	2 <b>Metrix Learning Orientation</b> 1:30pm-3:30pm	3 <b>Exploring Work Search Resources</b> 10:00am-11:30am	4 <b>Online Job Application Lab</b> 10:00am-11:30am
7	8 <b>EOC</b> 10:00am-12:00pm <b>Getting Back To Work</b> 10:00am-11:30am <b>Financial Aid for Training</b> 1:00pm-2:00pm	9 <b>Metrix Learning Orientation</b> 1:30pm-3:30pm	10 <b>Experience Matters</b> 10:00am-11:30am <b>ACCESS-VR Orientation</b> 1:00pm-3:00pm Reservation Required Call – 473-8097	11 <b>Job Search Techniques</b> 10:00am-11:30am
14 <b>First Steps</b> - Intro to Technology – <b>ATTAIN LAB (EOC)</b> 10:00am-12:00pm	15 <b>EOC</b> 10:00am-12:00pm <b>Job Search Forum</b> 10:00am-11:30am <b>Veterans Resources</b> 1:30pm-2:30pm	16 <b>Metrix Learning Orientation</b> 1:30pm-3:30pm	17 <b>Ticket-To-Work Information Session</b> <i>(SSI &amp; SSD recipients)</i> 10:00am to 11:30am <b>Resources for Jobseekers w/Disabilities</b> 1:30pm-3:00pm	18 <b>Online Job Application Lab</b> 10:00am-11:30am
21 <b>Holiday – Center Closed</b> 	22 <b>EOC</b> 10:00am-12:00pm <b>Getting Back To Work</b> 10:00am-11:30am <b>Financial Aid for Training</b> 1:00pm-2:00pm	23 <b>Metrix Learning Orientation</b> 1:30pm-3:30pm	24 <b>Experience Matters</b> 10:00am-11:30am	25 <b>Job Search Techniques</b> 10:00am-11:30am
28	29 <b>EOC</b> 10:00am-12:00pm <b>Getting Back To Work</b> 10:00am-11:30am	30 <b>Metrix Learning Orientation</b> 1:30pm-3:30pm	31 <b>Exploring Work Search Resources</b> 10:00am-11:30am	