

# SCHENECTADY COUNTY ONE STOP

797 BROADWAY, SCHENECTADY, NY 12305  
 PHONE (518)344-2737 OPEN MON-FRI 8:30-4:30

# October 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Free Career Workshops- Call To Register Today!</b> <b>Pre-registration required. Call (518) 344-2737 for more information.</b> An Equal Opportunity Employer Program-Auxiliary aids and services available upon request to individuals with disabilities				
<b>1</b> <b>High School Equivalency (GED)</b> 2:45-4:45	<b>2</b> <b>Metrix Learning</b> 10 AM	<b>3</b> <b>Interview Techniques</b> 1PM	<b>4</b> <b>ACCES-VR Counselor</b> 2:00-4:30 <b>High School Equivalency (GED)</b> 2:45-4:45	<b>5</b> <b>High School Equivalency (GED)</b> 2:45-4:45
<b>8</b> <b>Center Closed</b> <b>Columbus Day</b>	<b>9</b> <b>RESUME- SUNY College &amp; Career Counseling</b> 9AM-11AM <b>High School Equiv.(GED)</b> 2:45-4:45	<b>10</b> <b>Financial Aid for Training Workshop</b> 1PM <b>High School Equiv.(GED)</b> 2:45-4:45	<b>11</b> <b>Metrix Learning</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>12</b> <b>High School Equivalency (GED)</b> 2:45-4:45
<b>15</b> <b>Intro to Technology</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>16</b> <b>Metrix Learning</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>17</b> <b>Experience Matters</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>18</b> <b>High School Equivalency (GED)</b> 2:45-4:45	<b>19</b> <b>High School Equivalency (GED)</b> 2:45-4:45
<b>22</b> <b>Advanced Resume Workshop</b> 10 AM <b>High School Equiv. (GED)</b> 2:45-4:45	<b>23</b> <b>RESUME- SUNY College &amp; Career Counseling</b> 9AM-11AM <b>ACCES-VR Orientation</b> 11:15-12:45 <b>High School Equiv. (GED)</b> 2:45-4:45	<b>24</b> <b>Financial Aid for Training Workshop</b> 1PM <b>High School Equiv. (GED)</b> 2:45-4:45	<b>25</b> <b>Metrix Learning</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>26</b> <b>High School Equivalency (GED)</b> 2:45-4:45
<b>29</b> <b>High School Equivalency (GED)</b> 2:45-4:45	<b>30</b> <b>Metrix Learning</b> 10 AM <b>High School Equivalency (GED)</b> 2:45-4:45	<b>31</b> <b>High School Equivalency (GED)</b> 2:45-4:45		

## COMMUNITY EVENTS

**Albany Job Fair**  
 Wednesday, October 3, 2018  
 9AM-4PM  
 Holiday Inn Express, Latham

**Saratoga Job Fair**  
 Wednesday, October 3, 2018  
 9AM-4PM  
 Saratoga Springs Center, 522 Broadway



### **METRIX LEARNING**

Assess your current skills and compare to skills needed in your goal occupation. Select & take online courses to help you acquire the skills needed for your goal occupation

### **INTERVIEW TECHNIQUES**

Review the needed preparation, conduct, and follow-up to ensure interview success

### **ADVANCED RESUME WORKSHOP**

Learn how to improve your resume by using creative targeting and formatting. Customers should bring a hardcopy *and* an electronic version of their current resume to the workshop

### **RESUME- SUNY College & Career Counseling**

Individual resume preparation assistance

### **FINANCIAL AID FOR TRAINING WORKSHOP**

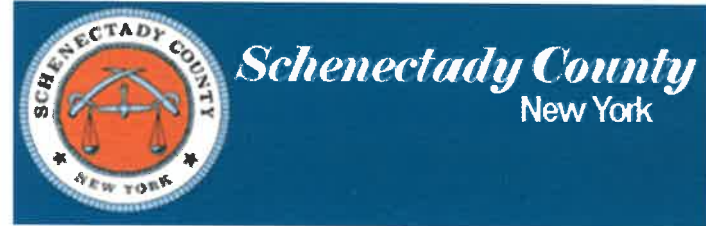
Learn how the Workforce Innovation and Opportunity Act can assist eligible adults with employment and training funds

### **EXPERIENCE MATTERS**

Learn the approach and methodology for applicants with a wealth of experience on their resumes

### **INTRO TO TECHNOLOGY**

Introduction to the basic skills of keyboarding and searching the internet for jobs online. Learn how to create and use an e-mail



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