

SCHENECTADY COUNTY ONE STOP

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

January 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Center Closed	2 Interview Techniques 1 PM	3 Metrix Learning 10 AM Access-VR Counselor 2:00-4:30 High School Equiv. (GED) 2:45 -4:45	4 Experience Matters 10 AM High School Equiv. (GED) 2:45 – 4:45
7 Advanced Resume Workshop 10 AM High School Equiv. (GED) 2:45 – 4:45	8 Metrix Learning 10 AM Resume-SUNY College & Career Counseling 9 AM – 11 AM High School Equiv. (GED) 2:45 PM – 4:45 PM	9 Financial Aid for Training Workshop 1 PM High School Equiv. (GED) 2:45 – 4:45	10 High School Equiv. (GED) 2:45 – 4:45	11 Navigating Civil Service 1 PM High School Equiv. (GED) 2:45 – 4:45
14 High School Equiv. (GED) 2:45 – 4:45	15 High School Equiv. (GED) 2:45 – 4:45	16 High School Equiv. (GED) 2:45 – 4:45	17 Metrix Learning 1pm High School Equiv. (GED) 2:45 – 4:45	18 High School Equiv. (GED) 2:45 – 4:45
21 Center Closed	22 Metrix Learning 10 AM Resume-SUNY College & Career Counseling 9 AM – 11 AM Access- VR Orientation 11:15 AM-12:45 PM High School Equiv. (GED) 2:45PM-4:45PM	23 Financial Aid for Training Workshop 1 PM High School Equiv. (GED) 2:45 – 4:45	24 High School Equiv. (GED) 2:45 – 4:45	25 Social Media Workshop 10 AM High School Equiv. (GED) 2:45 – 4:45
28 High School Equiv. (GED) 2:45 – 4:45	29 High School Equiv. (GED) 2:45 – 4:45	30 High School Equiv. (GED) 2:45 – 4:45	31 Metrix Learning 10 AM High School Equiv. (GED) 2:45 – 4:45	
The Career Center offers Career Counseling, Resume Development, Career Workshops, Computer Workshops, and Computer Access		Free Career Workshops – Call to Register Today! Pre-registration required. Call (518) 344-2737 for more information. An Equal Opportunity Employer Program-Auxiliary aids and services available upon request to individuals with disabilities.		

<h2>COMMUNITY EVENTS</h2>	<p>Times Union Job Fair Monday, January 21, 2019 from 10AM-4PM 189 Wolf Road, Albany, NY 12205</p>
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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

NAVIGATING CIVIL SERVICE

Learn about how to find County and State Civil Service Job Opportunities, understand exam announcements, preparation tips, sign up procedures, and hiring process etc.

SOCIAL MEDIA WORKSHOP

This workshop will demonstrate how to utilize Social Media tools in your job search. The focus will include LinkedIn, as well as using Facebook and Twitter to find job leads.



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