

WORKSHOP DESCRIPTIONS & COMPUTER LAB

Looking for Work 101

This session provides an overview on what to consider when making career decisions or looking for employment. You will learn how to use the Center resources and tools available through our website (www.columbiagreeneetworks.org) including jobs in demand, wage data, sites to research companies, job search sites, civil service and more!



Career Planning

This session is designed to assist you with making informed career choices using Job Zone. You will access career planning information by clarifying your interests, and evaluating your educational background, abilities, and work experience to determine the skills you have that all employers will value, no matter what the occupation.

Interview Stream

Practice your interview skills using an on-line video system. Individual appointments available.

Interview Workshop

Learn how to practice and handle interview questions at a level above simply reciting career goals, previous experience and education. Develop strategies for fine-tuning your interview answers.

Resume Workshop

Learn various types of resumes along with the requirements of a quality resume that focuses on skills and accomplishments. Follow up includes email feedback and/or individual appointments.

Basic Computer Skills for Job Search

These days you need to know computer basics to conduct a job search. You will learn to use a computer mouse, get an email address, complete an on-line form, and copy/paste information. You will also learn how to search the internet to find job leads on line and become familiar with using a variety of search sites. You must be able to highlight/copy/paste without assistance before moving on to the Word workshop.

Microsoft Word + Google Docs!

Learn the basics of Word so you can format your resume. Learn to save/attach files and utilize many common tools. (Note the prerequisite info under the Basic Computer Skills for Job Search) The last part of the session will focus on learning the no cost, Google Docs application. Docs operates like Word, files are saved on your Gmail and are accessible anywhere you can get Gmail. **Attendees must have a Gmail account and know their email password to be able to use Docs.**

Navigating Civil Service

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

Road to Success

Job seekers with convictions know it can be a challenge to find work! This session is designed provide helpful job search strategies including how to accurately and in the most positive light complete job applications and answer difficult interview questions. Information will be provided on the Work Opportunity Tax Credit, Federal Bond Program, Certificates of Relief & Disability.

Social Media Workshop

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

E-Learning Computer Lab

Let staff help you use Metrix Learning and other on-line training/assessment systems. Use the lab time to complete courses, practice pre-hire assessment tests, get answers to questions about using the system or the courses you are taking, and/or work with staff to set up a learning plan that meets your goals. Metrix can be a useful tool for career changers, people looking to advance in their field, or people who want to be able to prove their skills on job interviews. (The Resource Room computers are also available Monday – Friday for using Metrix Learning.)

USA Jobs: http://www.columbiagreeneetworks.org/find_job.htm - Federal Government Jobs & Application Tips.

Please call us to reschedule at (518) 828-4181 ext. 5510 if you are unable to attend.

NOTE: Workshops are cancelled anytime the college is closed.

Check typical media sources for school closures/delays.

Website: www.columbiagreeneetworks.org