



Thank you for exploring the opportunities that the Columbia Greene Workforce New York Career Center has to offer you! We know that looking for work or deciding what to do with your future can be a nerve-wracking or unsettling experience. We are here to make this time a little easier for you.

We are confirming your attendance at one of our scheduled workshops. We strongly recommend these workshops to people who may be seeking financial aid for training, as well as for people who want to find employment in a job they will enjoy ... as quickly as possible!

Career Development Workshop I

This session is designed to provide you with an overview of all the current issues people should consider when they are making career decisions or when they are looking for employment. This workshop will help you:

- Learn how to use the many resources available at the Center and through our website (www.columbiagreeneetworks.org). These resources can help you research jobs that are in demand, and find local job leads (both advertised and unadvertised).
- Review your current job search activities to make sure that you are doing all the right things to find a job you are happy with in the shortest time possible. Discussions will also include interviewing techniques.
- Determine if training for a new occupation is an appropriate option for you to consider. This will include a discussion on the financial aid resources that may be available to cover the costs.
- Decide if you want to make a follow-up appointment to privately discuss your current situation and fully explore the options that are available to you.

Career Development Workshop II

This session is designed to assist you with making informed career choices.

- Access quality career planning information by evaluating your educational background, abilities and work experience to determine your “transferable” skills that all employers will value, no matter what the occupation. You will be also be able to clarify your interests as they relate to different jobs and access easy to use databases for researching occupations, colleges, financial aid resources and employment opportunities. You will get all this by learning how to use CHOICES CT on line and other online tools.

Resume Workshop

- Learn various types of resumes along with the requirements of a quality resume. Win Way resume program will be introduced. Resume writing will begin and individual appointments will be made to finalize the resume. **If you have a resume please bring it with you.**

Interview Workshop

- Learn how to practice and handle interview questions that will get you the job.

Get Connected Workshop

- Learn to use the Internet in your job search including how to get an email address, attach your resume to an email, complete an on line job application, use a Job Scout and post your resume on-line.

Advanced Job Search Workshop

- This workshop will demonstrate various on line Social Networking sites, portfolios and visual CVs.

On Line Learning 24/7

- Test, build and certify your skills through taking on line courses. Choose from in demand areas, your current occupation or build skills to prepare for a new career. Note you must attend Career Development I / II or meet with a counselor before you get an on line account.

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

See the back page for Dates, Locations and Times of the workshop. Parking is available in the upper lot right in front of the building. Note: We also want you to be aware that the Career Center has a Resource Room (Rm. 709) you can use free of charge on any day the college or Department of Labor is open. You can consider this room an *OFFICE AWAY FROM HOME*. You can find job leads, prepare a resume, use CHOICES CT and have all of your questions answered by trained staff members. We also have an incredibly fast Internet connection that will help save you time and lower your frustration level. The room is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and Tuesday and Thursday evenings from 6:00 p.m. to 9:00 p.m.

IMPORTANT INFORMATION ABOUT THE COLUMBIA GREENE WORKFORCE NEW YORK CAREER CENTER

DATES, LOCATIONS AND TIMES FOR THE CAREER DEVELOPMENT & RESUME WORKSHOPS:

- **All workshops will be held in the Professional Academic Center, upper level in room 707.**
Directions to the Professional Academic Center:
 -From the Rip Van Winkle Bridge, take a right at the first college entrance, then take the third right into the upper parking lot. The Professional Academic Center is the building on the right in the rear of the upper parking lot.
 -From 23 West, take a left at the first entrance; take the first left to the upper parking lot. The Professional Academic Center is the building on the right in the rear of the upper parking lot.
- The Career Development Workshop I and II meet on Wednesday mornings, each workshop is offered twice a month and begins promptly at 9:30 and ends at 12:30.
- The Resume Workshop: Every Monday morning from 9:30-11:00. **If you have a resume, even if it is outdated, please bring it!**
- Interview Workshop: 1st & 3rd Mon. of each month, right after the Resume Workshop from 11:00-12:30.
- Get Connected: 2nd & 4th Monday of each month, right after the Resume Workshop from 11:00-12:30.
- Advanced Job Search Workshop: 1st & 3rd Tuesday of each month. Prior approval required.
- On Line Learning: Every Wednesday afternoon individual appointments are available. Note you must attend Career Development I or II before you sign up for the On Line Learning program.

Your Session	Career Development Workshop I	Your Session	Career Development Workshop II	Your Session	Resume Workshop	Your Session	Interview Workshop	Your session	Get Connected Workshop	Your session	Advanced Job Search Workshop
	Wed Jan 6		Wed Jan 13		Monday Jan 4		Monday Jan 4		Monday Jan 11		Tues Jan 5
	Wed Jan 20		Wed Jan 27		Monday Jan 11		Monday Jan 18 No Workshop		Monday Jan 25		Tues Jan 19
	Wed Feb 3		Wed Feb 10		Monday Jan 18 No Workshop		Monday Feb 1		Monday Feb 8		Tues Feb 2
	Wed Feb 17		Wed Feb 24		Monday Jan 25		Monday Feb 15 No Workshop		Monday Feb 22		Tues Feb 16
	Wed Mar 3		Wed Mar 10		Monday Feb 1		Monday Mar 1		Monday Mar 8		Tues Mar 2
	Wed Mar 17		Wed Mar 24		Monday Feb 8		Monday Mar 15		Monday Mar 22		Tues Mar 16
	Wed April 7		Wed April 14		Monday Feb 15 No Workshop		Monday April 5		Monday April 12		Tues April 6
	Wed April 21		Wed April 28		Monday Feb 22		Monday April 19		Monday April 26		Tues April 20
	Wed May 5		Wed May 12		Monday Mar 1		Monday May 3		Monday May 10		Tues May 4
	Wed May 19		Wed May 26		Monday Mar 8		Monday May 17		Monday May 24		Tues May 18
	Wed June 2		Wed June 9		Monday Mar 15		Monday June 7		Monday June 14		Tues June 1
	Wed June 16		Wed June 23		Monday Mar 22		Monday June 21		Monday June 28		Tues June 15

In the event that weather conditions cause the closing of the college, cancellations will be announced on local radio & TV stations. If you have any questions about this letter you should call 828-4181, ext 5510, TDD/TTY 518-828-1399. Auxiliary aids and services are available upon request to individuals with disabilities. This is an Equal Opportunity Employer/Program.