



JOB SEEKER WORKSHOPS

Whether you're looking for a New Job or a Better Job... you can start or "re-start" your job search with us. Please reserve your seat for workshops.

Broome Workforce New York

171 Front Street, Binghamton, NY 13905 607-778-2136 www.broometiogaworks.com
Resource Room Hours : Mon-Fri 8 am – 4:45 pm

Workshops will begin at the scheduled time; late arrivals will be required to sign up for the next session.

Need to get the most out of your job search? Sign-up for our workshops!

8/20/08

JOB SEARCH

Monday

Skills ID 9 am-noon
-First step to knowing yourself and building statements for resumes and interviews.
-CareerZone for job descriptions. Comp Lab
Applications 1-3 pm
-Tips for completing company forms to make a good impression.

Tuesday

Resumes and Cover Letters 9 am-noon
-Learn about a resumes & correspondence.
-Write your rough draft.
How to Get & Keep a Job 1-3 pm
-Networking to get job leads, and more.
-Tips for getting ahead at work.

Wednesday

Resume Production 9 am-noon
-Type your resume; get a quality resume you can use to apply for jobs.
Intro to Internet Job Search 1-3 pm
-Make the most of your search for jobs.

Thursday

Interview Prep 9 am-noon
-Get ready for your next interview

Friday

Mock Interviewing 9-11 am
-Practice your interview skills.

Owego area job seekers:

Check out the Tioga Employment Center, located at the Health and Human Services Building, 1062 Route 38, Owego, NY 13827
(607) 687-8500 Mon.-Fri., 8:30 am-4:30 pm

COMPUTER CLASSES

Monday

Basic Computer Skills 9-11 am
-For beginners, an introduction to Windows using a mouse, and managing files.
Computer Lab 1-3 pm
-Sign-up for personalized instruction, or to take advantage of tutorials in MS Word, MS Excel, MS Powerpoint, MS Access, Quickbooks, and more. Ask staff about on-line training.

Wednesday

Computer Lab 1-3 pm

Thursday

Basic Computer Skills 9-11 am

Friday

Computer Lab 9-11 am



CAREER DEVELOPMENT

Monday

Skills ID 9 am-noon
-First step to knowing yourself and determining current skills.

Thursday

Job Zone 9-11 am
-Get an inventory of interests, values and skills to assist in career decisions
Occupational Exploration Pt. 1 1-3 pm
-Find out about demand occupations and new careers
Occupational Exploration Pt. 2 3-4 pm
-Follow-up on career decision making

To be scheduled

Employment Counselor meeting
-To determine career development plan.

NY Wired Orientation Tues/Thurs 1-3 pm
-Discover on-line courses to enhance your skill level. Must be seen by a member of the Career Services staff.

Additional Workshops

Civil Service Test Tips – Explains the levels of civil service, town, county, state, and federal systems and how to relate your qualifications to the exams. 9/9 & 9/23

How to Repair/Rebuild Your Credit? – Learn how to overcome past difficulties. Presented by a representative from SEFCU. 9/10/08