

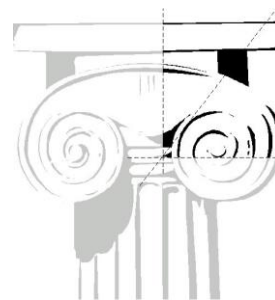
## Career Center Workshops

<i><b>TITLE</b></i>	<i><b>DESCRIPTION</b></i>
<b>Interviewing Techniques</b>	<ul style="list-style-type: none"> <li>• Learn the importance of preparation and research prior to an interview</li> <li>• How to answer tough questions</li> <li>• Address perceived barriers; and negotiate your salary</li> </ul>
<b>Job Search Techniques</b>	<p>This workshop is designed to help you expand your job search:</p> <ul style="list-style-type: none"> <li>• You will explore the visible and hidden job market</li> <li>• Learn new resources to help you search for a job</li> <li>• How to network and Learn how to recognize and define your transferable skills</li> </ul>
<b>First Steps</b> - Intro to Technology -	<ul style="list-style-type: none"> <li>• Update and format your resume using Microsoft Word</li> <li>• Create and use appropriate e-mail address along with creating an Indeed profile</li> <li>• Learn how to apply to jobs online and upload your resume.</li> <li>• Obtain tips for writing effective cover letter and thank you letter.</li> </ul> <p><i>This workshop is presented by: <b>ATTAIN LAB (EOC)</b></i>  <b>*** (Prerequisite – electronic resume) ***</b></p>
<b>ACCESS-VR Orientation</b> (Adult Career and Continuing Education Services - Vocational Rehabilitation)	<p>Services are for individuals with disabilities that interfere with getting or keeping a job or who have difficulty advancing at their job. VR services may only be provided if your goal is employment. The best way to learn about the vocational rehabilitation process and VR services is to attend an orientation. Information provided at an ACCES-VR orientation session may help you decide if it is the right service for you.</p> <p><b>Call 473-8097 for reservation, offered the 2nd Thursday of every month at 1:30pm</b></p> <p><b>**Auxiliary aids and services are available upon request to individuals with disabilities**</b></p>

## Career Center Partners

The following Partners have representatives available at the Albany Career Center to assist you:

- **Albany County Department of Aging**      • **Educational Opportunity Center (EOC)**  
*Thursdays, 9:00am. To 3:00pm.*                      *Tuesdays, 10:00 A.M. – 273-1900 x 2362*
- **Women's Employment Resource Center (WERC)**  
*Monday – Friday, 8:30am. to 4:30pm*



# Career Central

*"The Workforce Solution Center of Albany"*

175 Central Avenue  
 Albany, New York 12206  
 518.462.7600 Option 3

# JUNE 2017

## WORKSHOPS

You must sign up in person and be a valid Career Center member in order to register for workshops. If the workshop is at full capacity, you may sign up as an alternate on the morning of the workshop.

## IMPORTANT

If you are unable to attend a workshop and do not notify the receptionist at the Career Center by 4:00pm the previous day, you will be considered a no-show.

## WISH TO ATTEND A WORKSHOP?

Registration is required – please call 462-7600, Option 3.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6 <b>EOC</b> 10:00am – 12:00pm	7 <b>Interviewing Techniques</b> 1:00pm	8 <b>ACCESS-VR Orientation</b> 1:30pm Reservation Required Call – 473-8097	9
12	13 <b>EOC</b> 10:00am – 12:00pm	14 <b>First Steps</b> Intro to Technology 10:00am to 12:00pm	15 <b>Ticket-To-Work Information Session</b> 9:30am to 11:00am For SSI or SSDI Recipients Registration Required Call – 242-8248	16
19	20 <b>EOC</b> 10:00am – 12:00pm	21 <b>Job Search Techniques</b> 1:00pm	22	23
26	27 <b>EOC</b> 10:00am – 12:00pm	28 <b>First Steps</b> Intro to Technology 10:00am to 12:00pm	29	30