


SCHENECTADY COUNTY ONE STOP

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

March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
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			 Like us on Facebook @CapitalRegionWDB	The Career Center offers career counseling, resume development, career workshops, online learning, and free computer access
2 High School Equivalency (GED) 2:45-4:45	3 Resume Wizard Appointments Required	4 Financial Aid for Training Workshop 1:30 PM High School Equivalency (GED) 2:45-4:45	5 ACCES-VR Counselor 1:00-4:30 High School Equivalency (GED) 2:45-4:45	6 Navigating Civil Service Workshop High School Equivalency (GED) 2:45-4:45
9 Experience Matters 10 AM High School Equivalency (GED) 2:45-4:45	10 High School Equivalency (GED) 2:45-4:45	11 Resume Wizard Appointments Required High School Equivalency (GED) 2:45-4:45	12 Metrix Learning 10 AM High School Equivalency (GED) 2:45-4:45	13 High School Equivalency (GED) 2:45-4:45
16 Resume Wizard Appointments Required High School Equivalency (GED) 2:45-4:45	17 Advanced Resume 10AM High School Equivalency (GED) 2:45-4:45	18 Financial Aid for Training Workshop 1:30 PM High School Equivalency (GED) 2:45-4:45	19 Mini Job Fair 9-11 High School Equivalency (GED) 2:45-4:45	20 Social Media Workshop 10am High School Equivalency (GED) 2:45-4:45
23 Interview Techniques 10AM High School Equivalency (GED) 2:45-4:45	24 Metrix Learning 10 AM High School Equivalency (GED) 2:45-4:45	25 Financial Aid for Training Workshop 1:30 PM High School Equivalency (GED) 2:45-4:45	26 Resume Wizard Appointments Required High School Equivalency (GED) 2:45-4:45	27 High School Equivalency (GED) 2:45-4:30
30 Metrix Learning 10AM High School Equivalency (GED) 2:45-4:45	31 ACCES-VR Orientation 11:15-12:45 High School Equivalency (GED) 2:45-4:45	<u>Community Events:</u> Schenectady Job Fair at Proctors Theater March 4, 2020 10 AM – 4 PM 432 State St Schenectady, NY 12305		<u>Job Tip:</u> Before your interview be sure to research the potential employer. Having knowledge about the company shows you're really interested in the job!



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

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

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.

RESUME WIZARD

Individualized assistance creating and developing your resume. Ideal for customers that currently do not have a resume, or in need of substantial updating.



**Schenectady County
Career Center**

A proud partner of the American **JobCenter** network



SCHENECTADY COUNTY ONE STOP CAREER CENTER

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

March 2020

