

**ORIENTATION/CAREER PLANNING WORKSHOP** (Lower Level Training Room)

This presentation provides an overview of the job search and career development resources and services offered through the One Stop. In addition, it will provide you with an introduction to the Resource Area. This workshop also provides information on a variety of tools in order to research career opportunities and the steps necessary for achieving specific goals. Formulating training plans & financial aid resources will also be discussed.

- \_\_\_\_\_ **March 1, 2016 from 9:00 a.m. to 12:00 p.m.**
- \_\_\_\_\_ **March 15, 2016 from 9:30 a.m. to 12:30 p.m.**
- \_\_\_\_\_ **March 29, 2016 from 9:00 a.m. to 12:00 p.m.**

**COMPUTER CLASS** ~ (Lower Level Training Room)

Microsoft Windows/Word ~ class size is limited

- Every Tuesday & Wednesday from 1 p.m. – 4:00 p.m.**
  - Every Thursday from 2 p.m. – 4:00 p.m.**
- To register ~ call Deb at 373-1880 ext. 266**

**TABE TESTING** ~ Every Thursday @ 10 a.m.

**INTERVIEW ASSISTANCE WORKSHOP** ~ (1<sup>st</sup> Floor)

Haven't been on an interview in a while? Need a little help understanding what employers are looking for? In this workshop, we will review commonly asked questions in interviews, why your answers are so important, what is appropriate to wear and what to do after the interview. Come prepared to be interviewed.

- \_\_\_\_\_ **March 8, 2016 from 9:30 a.m. – 11:30 a.m.**
- \_\_\_\_\_ **March 22, 2016 from 9:30 a.m. – 11:30 a.m.**

**STARTING THE JOB SEARCH/EFFECTIVE INTERVIEWING** (1<sup>st</sup> floor)

This workshop is geared toward setting work preferences, identifying transferrable skills, compiling your work history, and managing stress. You will also prepare for an interview with sample interview techniques.

- \_\_\_\_\_ **March 25, 2016 from 9:00 a.m. – 11:00 a.m.**

**WRITING AN EFFECTIVE RESUME** ~ (1<sup>st</sup> Floor)

This workshop will show you how to make, target, and improve your resume. Basic as well as advanced resume writing techniques & tips will be covered.

- \_\_\_\_\_ **March 1, 2016 from 9:30 a.m. – 11:30 a.m.**
- \_\_\_\_\_ **March 15, 2016 from 9:30 a.m. – 11:30 a.m.**
- \_\_\_\_\_ **March 29, 2016 from 9:30 a.m. – 11:30 a.m.**

**Do you know someone who** needs a plan for the future? and needs skills to compete in the job market and excels in hands-on training?  
 Discover the many high paying, in-demand occupations that Job Corps graduates have been prepared for ..  
 Call Edward Hayes, Cassadaga Job Corps Admissions Counselor at: 716-595-4298 or email at: [Hayes.Edward@jobcorps.org](mailto:Hayes.Edward@jobcorps.org)

**To register for a workshop, please call 373-1880 or register with staff.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- \_\_\_\_\_ 3/1 - **OR** \_\_\_\_\_ 3/15 - **OR** \_\_\_\_\_ 3/29 - Orientation/Career Planning  
**Training for:** \_\_\_\_\_
- \_\_\_\_\_ 3/8 - **OR** \_\_\_\_\_ 3/22 - Interview Assistance
- \_\_\_\_\_ 3/25 - Starting the Job Search/Effective Interviewing

- \_\_\_\_\_ TABE Test Date: \_\_\_\_\_ Highest Grade Completed: \_\_\_\_\_
- \_\_\_\_\_ 3/1 - **OR** \_\_\_\_\_ 3/15 - **OR** \_\_\_\_\_ 3/29 - Writing an Effective Resume  
**TABE Test Required:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**



**Cattaraugus One Stop Career Center**

**175 No. Union St.  
Olean, NY 14760**

**Phone : 716-373-1880**

**Fax: 716-372-3564 1<sup>st</sup> Floor  
716-375-2895 2<sup>nd</sup> Floor**

*Cattaraugus One Stop Career Center*

*A Workforce Development System*

# MARCH 2016

## *Schedule of Workshops*

**Equal Opportunity Employer/Program.  
Auxiliary aids and services are available  
upon request to individuals with disabilities.**