

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.

_____ February 2, 2016 from 9:00 a.m. to 12:00 p.m.
_____ February 16, 2016 from 9:30 a.m. to 12:30 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 ~ (1st 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.

_____ February 9, 2016 from 9:30 a.m. – 11:30 a.m.

STARTING THE JOB SEARCH/EFFECTIVE INTERVIEWING (1st 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.

_____ February 26, 2016 from 9:00 a.m. – 11:00 a.m.

WRITING AN EFFECTIVE RESUME ~ (1st 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.

_____ February 2, 2016 from 9:30 a.m. – 11:30 a.m.

_____ February 16, 2016 from 9:30 a.m. – 11:30 a.m.

_____ March 1, 2016 from 9:30 a.m. – 11:30 a.m.

Do you know someone who needs a plan for the future? **í** 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 **í** **í** ..

Call Edward Hayes, Cassadaga Job Corps Admissions Counselor at: 716-595-4298 or email at: Hayes.Edward@jobcorps.org

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

Name: _____ Address: _____ Phone: _____

_____ 2/2 **OR** _____ 2/16 **ó** Orientation/Career Planning
Training for: _____

_____ 2/9 **ó** Interview Assistance

_____ 2/26 **ó** Starting the Job Search/Effective Interviewing

_____ TABE Test Date: _____ Highest Grade Completed: _____

TABE Test Required: _____ **YES** _____ **NO**

_____ 2/2 **ó** **OR** _____ 2/16 **ó** **OR** _____ 3/1 Writing an Effective Resume

Cattaraugus One Stop Career Center
175 No. Union St.
Olean, NY 14760

Phone : 716-373-1880

Fax: 716-372-3564 1st Floor
716-375-2895 2nd Floor



Cattaraugus One Stop Career Center
A Workforce Development System

FEBRUARY
2016

Schedule of Workshops

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