

WORKSHOP DESCRIPTIONS

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.

broometiogaworks.com

Broome-Tioga Workforce New York
171 Front Street, Binghamton, NY 13905 607-778-2136
Monday-Friday 8:00am-4:00pm

www.labor.ny.gov

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

Resume Magic (8:30am-12pm)

2/4,2/11,2/18, 2/25 Learn about different resume styles with an emphasis on what works and what doesn't. Learn what employers look for in a resume. This workshop will give you the tools to fine tune your current resume or create a new one.

Interview Techniques, (9am-12pm) **2/5,2/19**

Discover effective, proven techniques to prepare you for tough job interviews. Practice with a short mock interview to help you prepare and strategize for future interviews. **(Please note this workshop has permanently moved to Wednesdays)**

All About Civil Service, (9am-11am)

2/12, 2/26 Are you interested in Civil Service but confused by the process? Learn how to locate job openings and listings for State, County and Federal employment. Get test-taking tips and advice on preparing for an exam, review sample exam questions, and try some hands-on exercises.

Veteran Workshop (2:00pm-3:30pm)

2/26 Resources, Guides, and Support to the Veteran population from a trained and knowledgeable veteran counselor.

Experienced Workers (1:00pm-2:00PM)

2/13,2/27

Have you been told you are "too experienced" or feel that chronological age is a barrier? This workshop will offer tips to highlight your skills and may increase your success in your job search.

Road to Success (2:00pm-3:30pm) **2/26**

Learn your rights as a job seeker and how certain convictions can affect employment. Learn about local employers hiring ex-offenders and how to prepare for interviews.

Your Cyber Job Hunt (1:00 pm-4pm)

2/4,2/18

Learn how to navigate your job hunt online! This interactive workshop is designed to cover computer basics (resume retrieval, email access, online applications, etc.) related to job searching.

Metrix Learning Orientation (2:00pm-3:00pm)

2/6,2/20 Discover free, effective on-line courses to enhance our skills and increase your marketability to employers. Talk to a staff member to see if this training is right for you. (Prerequisite-You must have good computer skills to utilize these courses.)

Job Fair Tips (1pm-2pm) **2/5** How do I prepare for the Job Fair? Tips to help you get ready to attend and maximize your opportunities while you're at the job fair!!

Career Bound Recruitment

Resource Room Foyer

Every Tuesday 10am-12pm

Every Thursday 12:30pm – 2:30pm

Career Bound is a program that helps young adults (ages 18-24) prepare for success in the workforce, then assists them with obtaining employment. A variety of training and support are provided to low income young workers to gain the knowledge and skills to become competent members of the workforce.

T.A.L.L. (Tioga Adult Learning Lab)

Computer Lab Walk-in or by Appointment at the Tioga Career Center

1062 St Rt. 38 in Owego

Staff will be able to answer questions and provide instruction on the basics of computer use, including Microsoft programs and the Internet. You can utilize this time to practice your Keyboarding skills or create or update your resume.