



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Organization Is The Key



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Special points of interest:

- * Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.
- * Many workshops are available to assist you with your job search.
- * Our staff are ready to help you!

Keeping records of all the information you collect while job searching will be important not only for you but for potential employers! Maintaining a neat and tidy log of your work search makes contacting employers for follow-ups much easier. It will reflect on your role as a dedicated job seeker! Employers look for people who are well organized and can handle a lot of information. Staying organized is key to finding your perfect job!

Log it! Your job search at times may be overwhelming, so keep it simple! Having the names, dates and numbers of employers you have visited makes looking that information up at a later date easier. If you have filled out applications or sent resumes, record that information too! If you find a listing in a newspaper, cut it out, date it and keep it with the rest of your work search. Having files and folders that are clearly marked and easy to find will help ease the stress of trying to find a job. Employers value those who keep important information on hand at all times. Trying to remember all the names and numbers of the places you have visited could hinder your success when looking for a job.

Does Everything Have Its Own Place? Not only is it important to stay organized with your job search, but it is also helpful to keep your work area free of clutter. A clean workspace will

allow you to focus better on tasks. Knowing where to find something when you need it will cut back on the stress of trying to find it later. Designate an area for yourself where you will not be bothered and where you have time to concentrate on your work search. Having access to a telephone and/or a computer will also aid in making your search successful.



What Being Organized Should Mean to You. Sometimes it is difficult to maintain order with your job search. Finding a job is a full-time job and being ahead of the game will land you the position you deserve! Employers appreciate the time and effort a potential employee puts into their work search. When you make follow-up calls or send thank you letters after interviews, it is a good indication that you are a valuable person to have as part of their employee base. Your ability to stay organized is vital and helps your chances of getting the job of your dreams!

All This Stuff – Now What? Even after you have landed that job, it is important to have your work log available in case something does not work out. You should expect to keep your files and folders for at least a month or two after you have successfully found a job. Having that information to fall back on will give you a head start for future job searches.

How To Be An MVP At Work

Employers are looking for the best from their workforce.

They want “Most Valuable Players” - people who have a mix of skills, who don’t rely on a clock to know when they are finished working, and who are lifelong learners. Do you have what it takes to be an MVP in the workforce?

- **Master juggler.** Companies, especially smaller ones, need people who are flexible and can handle several tasks at once. Plus, they like to see people who tackle more work as needed—and who don’t need to be asked to do so first.
- **Problem-solver.** MVPs like to solve problems, and managers value their willingness to do so.
- **Conflict manager.** The ability to resolve conflicts among different groups of workers is a coveted skill in most organizations. Companies are looking for employees who can build positive relationships between people, yet don’t shy away from controversy.



You can only protect your liberties in this world by protecting the other man’s freedom.

~Clarence Darrow

Sell Your Way To Success, Whatever Your Field

No matter what your job is, or what industry you’re in, you have to be able to sell. You sell your products, your ideas, and your experience every day. Here are some basic sales tips that will help you advance and prosper:

- **Reject rejection.** Even veteran salespeople dread the possibility of rejection. To counter this fear, keep reminding yourself that when prospects turn you down, they’re rejecting your ideas, or the product you sell, or even your company—not you. Never take rejection personally.
- **Build rapport without wasting time.** A common mistake many salespeople make is spending too much time “making friends” with the prospect. Though building a rapport is useful and important, making friends doesn’t automatically translate to making sales. Save time by finding one thing you have in common with the prospect, and talk about that one thing for two minutes. Then, move on to your prospect’s needs. Prospects don’t want to waste

time on chitchat any more than you do.

• **Don’t mail more pieces than you can follow up on.** If your strategy is to mail promotional letters to prospects and then follow up with a phone call, watch how many pieces you mail. You’re better off mailing in small batches and following up each piece with a prompt phone call while the piece is fresh in prospects’ minds. Otherwise, you run the risk of your prospects forgetting what you mailed them by the time you reach them.

• **Rate each of your prospects.**

Whenever you meet with prospects, assign them a rating based on three questions: 1) Do they have a motivation to buy? 2) Is there an urgency to buy now? and 3) Do they have the resources to buy? Put each prospect on a scale of 1 to 10, and spend a lot of time only with your highest-rated prospects. You’ll find that by rating prospects right off the bat, you can quickly disqualify people and move on before you waste a lot of their time and yours.

Get Worker’s Brains Ticking

Need something new? Different? Innovative? Here are four ways to charge workers’ creativity so they come up with more fanciful ideas:

- **Brainwriting.** Gather your employees. Have each person write down one idea, or solution, that he or she wants the group to consider. Then have individuals pass their idea to the next person, who adds his or her own thoughts and suggestions in writing. Continue until each person receives the paper on which he or she wrote the original idea. Then, as a group, explore and pick the best ideas.
- **The worst idea.** This technique helps employees overcome “creative performance anxiety.” Each person provides the worst possible idea to a given situation. Bad ideas get employees to see problems in a

different way, thus paving the way to come up with breakthrough ideas.

- **Mind excursions.** Have each participant put him, or herself in the typical day of a target client or customer. Walking in the shoes of a customer helps employees identify feelings, situations, problems and needs that can lead to new ideas and solutions.
- **Great thinkers.** This technique requires that participants put themselves in the mind of an innovative thinker, like Mozart or Marie Curie, or a superhero like Batman or Wonder Woman. Participants then approach a concept or problem from the thinker’s perspective. This can result in creative, innovative ideas.



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
1 RSO-UI Orientation	2 9:00-12:30 Word session I 1:30-3:30 Surviving A Layoff 1:30-4:30 Moving to Word 2007 4:30-7:30 Excel session I	3 10:00-12:00 Keyboarding 1:00-4:00 WIA Overview	4 9:00-12:30 Word session II 9:30-11:30 Interview Process 10:00-11:00 Learning Express 1:30-3:30 Successful Resume Writing 1:30-4:30 Computer Skill Building 2:00-3:00 Technology in the Job Search 4:30-7:30 Excel session II	5 9:30-11:30 Job Search Forum 1:00-2:00 What You Don't Know... 2:30-3:30 What You Don't Know...
8 RSO-UI Orientation 4:30-7:30 QuickBooks session I	9 9:00-12:30 Word session I 9:30-10:30 Understand Civil Service 11:00-12:00 Understand Civil Service 1:00-2:00 Winning Applications 1:30-4:30 Excel session I 2:30-3:30 Winning Applications	10 9:30-12:00 Intro to Computers 1:00-4:00 WIA Overview 1:00-3:00 Keyboarding (M)	11 9:00-12:30 Word session II 9:30-11:30 Interview Process 10:00-11:30 Metrix 1:30-3:30 Job Search Forum 1:30-4:30 Excel session II 2:00-3:00 Difficult Interview Questions 4:30-7:30 QuickBooks session II	12 1:00-4:00 Advanced Resume Review
15 RSO-UI Orientation 4:30-7:30 Advanced Excel	16 1:30-3:30 Surviving A Layoff	17 1:00-4:00 WIA Overview 1:00-3:00 Intro to Computers (M)	18 9:30-11:30 Interview Process 1:30-3:30 Mature Worker	19 9:30-11:30 Successful Resume Wrt 1:00-2:00 What You Don't Know... 2:30-3:30 What You Don't Know... 4:30-7:30 PowerPoint
22 RSO-UI Orientation	23 9:00-12:30 Word session I 9:30-10:30 Winning Applications 11:00-12:00 Winning Applications 1:30-3:30 Surviving A Layoff 1:30-4:30 Moving to Word 2007	24 9:00-12:00 Computer Skill Bldng 10:00-11:30 Metrix 1:00-4:00 WIA Overview 1:30-4:30 Resume Formatting	25 9:00-12:30 Word session II 9:30-11:30 Successful Resume Writing 1:00-4:00 Advanced Resume Review 1:30-4:30 Advanced Word	26 1:30-3:30 Mature Worker Job Srch
29 RSO-UI Orientation 4:30-7:30 Excel session I	30 9:30-10:30 Understand Civil Service 11:00-12:00 Understand Civil Service	31 10:00-12:00 Internet Job Search 4:30-7:30 Excel session II	For Information or to sign up call 591-9000	

- ◆ **Access 2003**-Design databases to track and report information. Learn to query, organize, retrieve & share data. Knowledge of Word or Computer knowledge req.
- ◆ **Advanced Excel**-Go beyond Excel. This class covers vertical lookups, conditional formatting and pivot tables. Excel and Excel in a business setting req.
- ◆ **Advanced Resume Review**-Resume required. The group reviews it and offers suggestions on ways to enhance it.
- ◆ **Advanced Word**-Move past the basics. Learn about mail merge, printing labels, using tables and templates. Knowledge of Word 2003 required.
- ◆ **Computer Skill Building**-Learn basic text commands like select, copy and paste, learn to use Google to search for information, create and email and learn how to attach your resume. Attending Intro to computers and Keyboarding suggested.
- ◆ **Difficult Interview Questions**-Review of potential jobseeker answers to difficult interview questions.
- ◆ **Excel 2003**-Build spreadsheets for analyzing data and making projections. Learn to develop graphs, charts and formulas. Knowledge of Word or Computers req.
- ◆ **Internet Job Search**-Learn to locate and research employers, advantages/disadvantages of job banks. Computer skills and a resume are required.
- ◆ **Introduction to the Interview Process**-Suggestions to prepare for a successful job interview and interview phases will be discussed.
- ◆ **Job Search Forum**-Don't know where to look for work, losing motivation or in need of search tips? Come in and ask questions and get some answers.
- ◆ **Keyboarding**-Basics of Keyboarding. Increase your typing speed and decrease your frustration using fun computer software.
- ◆ **Microsoft Word 2003**-Learn to prepare, modify, save documents. Includes formatting text, working with toolbars and inserting graphic and clipart. Some typing skills and computer knowledge required.
- ◆ **Mature Worker Job Search**-discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market
- ◆ **PowerPoint**-Use this fun software to create great presentations. Learn to format and work with slides and to make your presentations portable. Must have some computer knowledge and be familiar with Word.
- ◆ **QuickBooks**-Learn to manage finances & run a business efficiently. Learn to work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Resume Formatting**-Spend 45 minutes of one on one time working on "How your resume looks." Bring your completed resume saved on a disk or USB drive.
- ◆ **Successful Resume Writing**-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.
- ◆ **Technology In The Job Search**-Pick up tips on how to use technology in your job search and the pitfalls to avoid.
- ◆ **Understanding the Civil Service System**-Get a better understanding of how to obtain employment with local governments, school districts and State government.
- ◆ **What You Don't Know that You Don't Know** about jobs and careers.
- ◆ **WIA Overview**- An introduction to the Workforce Investment Act and more. Must be scheduled by a staff person; required if interested in training.
- ◆ **Winning Applications**-How to get an employer to notice your application. Proper

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for Dec. 2009 was 10.6%? This was an increase from the Nov. 2009 rate of 9.3%.
- **Did you know...**that March is American Red Cross Month? A month to focus on first-aid and emergency care and recognize the role the Red Cross plays in saving the lives of thousands of people around the world. The Red Cross was created by Clara Barton in 1881; in 1943, Red Cross Month was launched with the goal of collecting \$125 million in contributions. By June 1943, donations had reached nearly \$146 million.
- **Did you know...**that March is Women's History Month? An outgrowth of International Women's Day on March 8 of every year, Women's History Month highlights and celebrates the contributions of women throughout history.
- **Did you know...**The Fulton One Stop

center now has SMART 2010 technology? You might have skills for jobs you have not considered. SMART 2010 is skill matching technology that compares the information in your resume to the information that employers post about job openings. Staff at the Career Center will send an electronic copy of your resume to SMART 2010; job matches will be sent directly to your e-mail address. Ask Center staff for more information!

- **Did you know...**that trained tax preparers from SUNY Oswego will be available at the Oswego County Workforce New York Center in Fulton to prepare and electronically file your income taxes? Get your taxes done on Tuesday evenings (except March 16th) from 4:00 pm until 7:00 pm, starting February 2nd through April 6th, no appointment needed. For weather related closures, call 591-9000.

Partner Agencies/Workshops

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.oswegoboces.org/adulted/index.asp

Cayuga Community College
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America's Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

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Return Service Requested



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WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.

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Workforce
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Put us to work for you