



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Lessons For Generation Y In The Workplace



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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!

You're young and ambitious, a perfect representative of Generation Y. Your energy may take you far, but fair or not, you've got to prove yourself to your boss and your colleagues. Here's how to earn their respect:

- **Be authentic.** On your résumé and face to face, resist the urge to embellish your accomplishments or brag about your talent. Let your personality and achievements speak for themselves.
- **Handle the stress.** Show that you can keep your cool when things don't go according to plan. If you wilt under pressure, managers and co-workers won't trust you with responsibility.
- **Cultivate the right relationships.** Don't just kiss up to the boss (but don't ignore him or her either). Identify people who can help you, and whom you can help, and establish long-term relationships with the potential to benefit both of you.
- **Learn to communicate.** Your email, reports, and notes should be grammatically correct and free of buzzwords. Read everything over carefully to be sure you're making the point you intend, in appropriate language. Leave out the jokes, and concentrate on content that's clear and easy to follow.

- **Don't complain.** You may be disappointed or angered by a manager's decision. Live with it. If you get a reputation for whining, you'll have a much harder time convincing people that they should give you their attention and trust.



- **Show some humility.** You may have gotten straight A's in college, and you may have the greatest idea for a new product ever. But if you insist on telling people how smart you are, you'll alienate co-workers and managers who would otherwise be willing to help you. Show maturity, and listen to the people around you with respect.
- **Work hard.** The key to success in any career isn't brilliance alone, but the ability to show results. Be ready to put in the time and effort to get things done even when the work isn't exciting or glamorous. People will notice.

For assistance with your job search, or for additional job searching tools, stop by the career center and let our staff help you.

Don't Fall Into Chatty Co-Workers' Time Trap

You can lose a lot of time to overly talkative co-workers who trap you into listening to their stories and complaints. Don't let your work suffer because you can't avoid them. Try these time-saving tactics:

- **Make your calls just before lunch or the end of the day.** People are more likely to wrap up business quickly when they've got somewhere else to go.
- **Stand when people come into your workspace.** If you stand just as someone is entering, it suggests that you're on your way to do something else. People respond by getting to the point faster.
- **Ask pointed questions.** Stay away from questions like, "How are you?" It opens the door for lengthy conversations that eat away at your time.



The biggest mistake people make is not making a living at doing what they enjoy most.

~ Malcolm S. Forbes

Identify And Develop Your Greatest Strengths

One of the secrets of success is making the most of your strengths. First, though, you have to determine what your strengths are—and that may not be obvious, especially if you're just starting out or looking to make a career change. Zero in on the skills that make you special by looking for these clues:

- **What tasks attract you?** Think of the types of jobs that you look forward to, that you'd find some way to do even if you weren't paid.
- **What tasks do you lose yourself in?** When you're involved in certain tasks, do you forget what time it is and how long you've been working? These will usually be the jobs that use your skills best.
- **What do you learn quickly?** You probably struggle with mastering some skills, but

others you pick up effortlessly. That's because you have some natural talent and a deep desire to learn more.

- **What do other people ask for help with?** Pay attention to the jobs you're assigned and the favors people ask you for. They wouldn't come to you if you weren't good in those areas.
- **Where do you succeed?** This may seem obvious, but some people miss the forest for the trees. Take a look at the tasks you've done best at; they'll use your most important skills.
- **What brings you satisfaction?** No matter how tired you are, some tasks make you feel good at the end of the day. You'll do better in life and on the job by concentrating on work that you find fulfilling.

Succeed At Work With Hard, Smart Effort

Whatever career you're in, success is a matter of hard work. But it's more than sheer effort. You've got to work hard at the right skills if you want to achieve your goals, whatever they are. Focus on these:

- **Base decisions on data.** Trust your instincts, but be sure to have some hard facts to justify your decisions. You'll do a better job of convincing people that you're right if you have objective data.
- **Share information.** In school, the rule may have been "Do your own work," but in the workplace it's just the opposite. Tell co-workers and managers what you're working on, why it's important, how you decided

on a course of action, and so forth. This will increase everyone's confidence in you.

- **Get feedback.** Don't jump the gun on your conclusions. Show your work to trusted co-workers who can tell you what you may have missed. You'll avoid embarrassing mistakes, and your colleagues will be more invested in your success.
- **Take responsibility.** You expect credit when things go right, so be ready to be held accountable when a project doesn't work out. Admitting failure honestly will build your credibility, as long as everyone knows you've made a good-faith effort.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
1 RSO – UI Orientation	2 1:30-3:30 Resume Writer	3 9:00-12:00 WIA Overview 9:30-10:30 What You Don't Know... 1:30-3:30 Surviving A Layoff	4 9:30-11:30 Successful Resume Writing 10:30-12:00 Metrix 1:00-4:00 Introduction to Computers 1:30-3:30 Interview Skills 101	5
8 RSO – UI Orientation	9 9:00-10:00 Winning Applications 9:30-10:30 Understand Civil Service 1:30-2:30 Lost Your Job & Attitude? 1:30-3:30 Keyboarding	10 9:00-12:00 WIA Overview 9:00-12:00 Excel Session I 9:00-12:00 Advanced Resume Review 9:00-4:00 Furthering Your Education 1:00-4:00 Excel Session II	11 9:30-10:30 What Employers Want 2:00-3:00 Difficult Interview Questions	12
15 RSO – UI Orientation	16 9:30-10:30 Moving Forward 1:30-2:30 What You Don't Know...	17 9:00-12:00 WIA Overview 9:00-12:00 QuickBooks Session I 9:30-11:30 Online Apps / Testing 1:00-4:00 QuickBooks Session II 1:30-2:30 Job Zone	18 9:30-11:30 Interview Skills 101 1:30-3:00 Metrix 1:30-3:30 Successful Resume Writing	19
22 RSO – UI Orientation	23 9:00-12:30 Word Session I 9:30-11:30 Mature Worker Job Search 1:00-2:00 Winning Applications 1:30-2:30 Mock Interviews 1:30-4:30 Excel Session I 2:00-3:00 Understand Civil Service	24 9:00-12:00 WIA Overview 9:30-11:30 Personality & Careers 1:30-2:30 Transferable Skills 1:30-3:30 Surviving A Layoff	25 9:00-12:30 Word Session II 9:30-11:30 Job Search Forum 1:30-4:30 Excel Session II 2:00-3:00 Tech. in the Job Search	26
29 RSO – UI Orientation	30 9:00-12:00 Advanced Resume Review 9:00-12:00 Internet Job Search 1:30-3:30 Resume Writer	31 9:00-12:00 Access Session I 9:30-11:30 Successful Resume Writing 1:00-4:00 Access Session II 1:30-3:30 Interview Skills 101		For info or to sign up please call– 591-9000

- ◆ **Access 2007**-Design databases to track and report information. Learn to query, organize, retrieve & share data. Knowledge of Word or Computers req.
- ◆ **Advanced Resume Writing**-Resume required. The group reviews it and offers suggestions on ways to enhance it. Current resume required.
- ◆ **Difficult Interview Questions**-Review of potential jobseeker answers to difficult interview questions.
- ◆ **Excel 2007**-Build spreadsheets for analyzing data and making projections. Learn to develop graphs, charts and formulas. Knowledge of Word or Computers req.
- ◆ **Furthering Your Education**-Exploration of different financial aid and funding that can assist you in lifelong learning.
- ◆ **Internet Job Search**-Learn to locate and research employers, advantages/disadvantages of job banks. Computer skills and a resume are required.
- ◆ **Interview Skills 101**-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.
- ◆ **Job Zone**-An interest inventory that will give you insight into your next career.
- ◆ **Keyboarding**-Basics of Keyboarding. Increase your typing speed and decrease your frustration using fun computer software.
- ◆ **Lost Your Job & Attitude?**-What does attitude have to do with getting a job? Are you feeling frustrated, angry or depressed? Learn to recognize if you are stuck or self destructing yourself, and realize that you are not alone.
- ◆ **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.
- ◆ **Microsoft Word 2007**-Learn to prepare, modify, save documents. Includes formatting text, working with toolbars and inserting graphic and clipart. Some typing skills and computer knowledge required.
- ◆ **Mock Interview**- An opportunity to experience being in an interview process. The interview will be taped and reviewed with each client. Client must dress appropriately for the mock interview and bring resume. Interview 101 required.
- ◆ **Moving Forward**-designed to assist those with a criminal record in your job search and cleaning up your record. Bonding information also discussed.
- ◆ **Online Applications & more**-Learn the do's and don'ts of online applications and also "pre-employment testing" methods used by employers to screen candidates.
- ◆ **Personality & Career**-Explore and learn about your unique personality and apply your knowledge to better your career, or even get a new one.
- ◆ **PowerPoint 2007**-Use this fun software to create great presentations. Learn to format and work with slides and to make your presentations portable. Must have

Workshop Descriptions Cont'd.

- ◆ **QuickBooks 2008**-Learn to manage finances & run a business efficiently; work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Resume Writer**-Use the latest technology to put together your resume, and submit for job matches when done. *Recommended to have-some computer skills, a USB device, and bring a detailed work history.
- ◆ **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.
- ◆ **Transferable Skills**-Are you reentering the job market, changing careers, facing a lay off, or a recent graduate looking for your first job? This workshop is to help you identify your transferable skills and use them to build a better resume.
- ◆ **Understanding the Civil Service System**-Get a better understanding of how to obtain employment with local and state governments and school districts.
- ◆ **What You Don't Know that You Don't Know** about jobs and careers.
- ◆ **What Employers Want**-Overview of the skills, characteristics and first impressions that employers look for in prospective employees
- ◆ **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 procedures, common mistakes and how to deal with more difficult questions.

**Partner Agencies/
Workshops**

**Oswego County
Opportunities**
www.oco.org

Oswego County BOCES
[www.oswegoboces.org/
adulted/index.asp](http://www.oswegoboces.org/adulted/index.asp)

**Cayuga Community
College**
www.cayuga-cc.edu

www.indeed.com

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for May 2011 was 9.4%? This was a decrease from the April 2011 rate of 9.7%.
- **Did you know...**that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Workshops are held on Tuesdays and Wednesdays throughout the month. Just call 342-8839 to schedule a class or visit the website, <http://oswego.learninglibraries.org>, to see a complete list of classes offered.
- **Did you know...**that you can view the Connect for Success newsletter online at www.yourcareerconnection.org or receive it via e-mail? If you would like to have it e-mailed to you each month, just drop by or give us a call with your name and e-mail address and we'll send the next issue of Connect for Success to your e-mail address.
- **Did you know...**that additional parking is available behind the building on First Street? Just park in the grass and walk through to the office.

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

