



# CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

## Should You Give Up Your Dream Job?



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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!

Maybe you've always wanted to be a firefighter, or an astronaut, or a rock star—but instead you're stuck in a job selling shoes or answering phones all day. Should you give up on your dream job?

Don't be too quick to write off your goals—but don't be stupid about it either. Pursue your dreams with these important considerations in mind:

- **Be realistic.** If the bulk of your musical experience is playing Guitar Hero in the basement, chances are you're not going to sell out a major concert venue anytime soon. That doesn't mean you can't take lessons, meet other musicians, start a band, and achieve some success. But keep your expectations reasonable.
- **Keep your day job.** Having a job pays the bills, but it also gives structure to your time. You'll find it easier to set priorities and recognize what's really important when you have to balance your dreams with the necessities of living. Remember that you are not your job. You can follow your dreams even while you're stocking shelves.
- **Adapt to change.** A few years ago, majoring in journalism meant getting a job at a newspaper. The Internet has changed all that. Whatever your

dream job may be, stay flexible and look for the opportunities that didn't exist until recently.

- **Create your own job.** You don't have to wait for some big company to give you a job title. Think of a way to build your ideal job on your



own—by freelancing part-time, for example or volunteering your underused skills to a good cause.

- **Be prepared for sacrifice.** If you're really committed to your dream job, you may have to give up on some other goals. You probably won't start with a big salary or lots of vacation for instance. Ditch your sense of entitlement, and be ready to pay your dues.
- **Re-evaluate your goals.** Many people reach the corner office only to realize they don't really enjoy being the CEO. Spend some time thinking about how you've changed and deciding whether your childhood dream of being a veterinarian is what you want to devote your life to.

Whatever your job searching needs, stop in and use the services at your One Stop Career Center!

## New Computer Courses at Oswego Public Library

Several courses are underway at the Oswego Public Computing Center (PCC). Anyone can sign up for the FREE classes or suggest a future topic by phone or in person at the Oswego Public Library main desk located at 120 E. Second St., Oswego, NY. Offered this month are the following:

- **Introduction to the Digital Camera**
- **Create A Holiday Card using Microsoft Publisher**
- **Need to Fill Out Your FAFSA Online?**
- **Introduction to Computers**

For information or to enroll in any of these free courses, call 341-5867.



**T**he hardest arithmetic to master is that which enables us to count our blessings

~ Eric Hoffer

## The Best Managers Are Effective Coaches

A key responsibility of every manager is helping employees develop and learn. It's a challenge that calls for coaching that's active and involved. Here are five tips to help you develop solid coaching skills:

- **Delivery is as important as the message.** Before you shoot off some constructive feedback, ask yourself whether your attitude is oriented toward problem-solving or punishment. You need to give feedback that's geared toward getting positive results, not demoralizing your people.
- **Tailor your coaching to the individual employee's style.** People learn in various ways. Some prefer hands-on experience, whereas others focus on visual learning, for example, by reading a book. When you coach, take a minute to adjust your message to fit the person's learning style and level of experience.
- **Coaching takes time and patience.**

Sometimes you may feel too busy to provide more than a cursory answer to a question asked by an employee. But the expedient approach may cut you off from valuable information and create problems in the future. Sometimes making a little more effort to help and encourage an employee goes a long way in developing more productive workers.

- **Explore the options.** Providing solutions to problems is easy, but exploring the possibilities is much more effective. The process of analyzing problems and solutions teaches workers critical thinking, consequences, creativity, and cost-benefit analysis. When employees are faced with problems or difficult tasks, coax out the solutions by asking open-ended questions.
- **Coaches copy the best coaches.** Find good coaches, inside your industry and in other areas, to learn from and emulate. Apply what you observe to your workplace.

## Can our Job Be Saved? Watch For These Warnings

You don't expect to get fired, but the warning signs may be out there. You just need to know where to look. Here are some hints that your job isn't as secure as you thought:

- **You're no longer in the loop.** Does everyone else know what's going on at your organization before you do? If your manager and co-workers all stop communicating with you, the reason may be because they know you won't be around much longer.
- **Other people are getting promoted ahead of you.** The man who was hired six months after you is now your manager's boss. You may have hit a wall and need to learn something new or sharpen your people skills.
- **Your responsibilities have been cut in half.** These days most

employees have too much to do. If your key tasks have been assigned to someone new, the rest of your job may soon follow.

- **People ignore your mistakes.** Sometimes what's worse than getting yelled at for an error is NOT getting yelled at for an error. That could mean that your boss isn't planning on taking any more chances with you.
- **Your manager wants you to sign off on everything.** Most terminations call for a certain amount of documentation—your boss needs to show that he or she did everything right before letting you go. If you're being asked to sign every memo or acknowledge each e-mail you receive, your manager could be creating a paper trail to justify a decision he or she has already made.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	1 1:30-3:30 Keyboarding	2 9:00-12:00 WIA Overview 9:30-11:30 Successful Resume Writing	3 9:30-11:30 Interview Skills 101 10:30-12:00 Metrix 1:00-4:00 Introduction to Computers 1:30-3:30 Job Zone 2:00-3:00 Difficult Interview Questions	4 9:00-12:00 Advanced Resume Review 1:30-3:30 Surviving A Layoff
7 RSO – UI Orientation	8 9:00-10:00 Winning Applications 9:00-12:30 Word session I 9:30-11:30 Online Apps/Empl Testng 1:30-4:30 Internet & Email	9 9:00-12:00 WIA Overview 9:00-12:00 Excel session I 9:30-11:30 Job Search Forum 1:00-4:00 Excel session II 1:30-2:30 Understand Civil Service	10 9:00-12:30 Word session II 9:30-10:30 What Employers Want 1:30-2:30 Transferable Skills 1:30-3:00 Metrix 1:30-4:30 PowerPoint	11 1:00-4:00 Internet Job Search 1:00-2:00 What You Don't Know...
14 RSO – UI Orientation	15 9:00-12:30 Advanced Word 9:30-11:30 Personality & Careers 1:30-4:30 Advanced Excel 1:30-3:30 Successful Resume Wrtnng 2:00-3:00 Winning Applications	16 9:00-12:00 WIA Overview 9:30-11:30 Mature Worker Job Search 1:00-2:00 Lost Your Job & Attitude?	17 9:30-11:30 Interview Skills 101 10:00-11:00 Tech. in the Job Search 1:00-4:00 Advanced Resume Review 1:30-3:00 Metrix	18 9:30-10:30 Moving Forward 1:30-3:30 Mock Interviews
21 <b>Center Closed in Observance of President's Day</b>	22 RSO – UI Orientation	23 9:00-12:00 WIA Overview 9:00-12:00 QuickBooks 2007 session I 9:00-4:00 Furthering Your Education 9:30-11:30 Successful Resume Writing 1:00-4:00 QuickBooks 2007 session II 1:30-3:30 Interview Skills 101	24 9:30-10:30 Understand Civil Service 10:30-12:00 Metrix 1:30-3:30 Surviving A Layoff	25 1:00-2:00 What You Don't Know...
28 RSO – UI Orientation				<b>For info or to sign up please call– 591-9000</b>

- ◆ **Access 2007**-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 Writing**-Resume required. The group reviews it and offers suggestions on ways to enhance it. Current resume required.
- ◆ **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 an 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 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.
- ◆ **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.
- ◆ **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 some computer knowledge and be familiar with Word.
- ◆ **QuickBooks 2007**-Learn to manage finances & run a business efficiently; work with accounts, manage inventory, record sales & process payroll. Some accounting & computer knowledge required.
- ◆ **Successful Resume Writing**-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

Workshop Descriptions Cont'd.

- ◆ **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, face 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

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

### Did You Know...

- **Did you know...**that Oswego County's unemployment rate for November 2010 was 10.1%? This was an increase from the October 2010 rate of 9.3%.
- **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 you can receive the Connect for Success newsletter via e-mail? If you would like to have the newsletter e-mailed to you each month, just drop by or give us a call with your name and your e-mail address and we'll send the next issue of Connect for Success to your e-mail address.
- **Did you know...**that accounting students from SUNY Oswego will be available at the Oswego County Workforce New York Center in Fulton to prepare and electronically file your income taxes starting Tuesday, February 1, 2011 through April 5, 2011. They will NOT be here on March 15, 2011.

**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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WE'RE ON THE WEB AT  
[WWW.YOURCAREERCONNECTION.ORG](http://WWW.YOURCAREERCONNECTION.ORG)

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

