



CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter



Volume 3, Issue 13

March 2011

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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!

Organization Is The Key

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.

Making A Change? How To Get Employee Buy-In

Announcing change is a sensitive task, even if it's change for the better. Many employees, after all, dislike the effort of learning a new way of doing things. Your announcement, therefore, should do three things:

- Make clear why the change is necessary.
- Explain how the change will be good for everyone involved.
- Address what will happen if the change doesn't go ahead.

The more thoroughly you cover these issues in your announcement, the more readily your employees will accept the new strategy.



The test of a vocation is the love of the drudgery it involves.

~ Logan Pearsall Smith

Starting A Business? Steer Clear Of These Perils

Great ideas don't necessarily make successful businesses. If the entrepreneurial spirit burns within you and you've got an idea that could leave Microsoft in the dust, you can still fail—unless you guard against these common mistakes of most startup businesses:

- **Lack of management skill.** Running a business is about managing people. Ultimately, you need to enlist others—partners or employees or volunteers—to do the things you can't accomplish on your own. If you don't know how to coach, motivate, and get the best from your people, you won't get very far for very long.
- **Not understanding the financials.** Entrepreneurs frequently underestimate how much money they'll burn through before breaking even (let alone making a profit). And they don't know how to read balance sheets and other financial reports. Make sure you understand how much cash you'll need and where the money is really going, so

you can make the right decisions.

- **Insufficient planning.** You can't depend on luck. Before launching a business, learn how to write up a detailed business plan that outlines not just your goals, but critical factors like your market and competitors, likely problems and potential solutions, how many people you'll realistically need to employ, and so forth.
- **The wrong time frame.** Building a business almost always takes longer than you expect. Don't assume you'll be up and running in six months, no matter how excited and talented you and your partners are. You've got to be committed to the long haul.
- **Overexpansion.** Growth is healthy, but too much growth too quickly is dangerous. Keep a close eye on your capacity to deliver on what you promise. Expanding beyond your ability to stay on top of orders and customer needs will usually create a backlash that few small businesses can recover from.

How Managers Undermine Team-Building Efforts

You want your workforce to work together. But team-building exercises can disrupt the harmony you need if you're not careful.

Here are four ways managers frequently undermine their efforts to build teams:

- **Selecting the wrong activity.** An adventure trip designed to build trust among team members may sound fun but will it really help your team? Every team has its particular strengths and weaknesses. Unless you know what they are, you can waste time and money on team-building activities that have no relevance to your group.
- **Expecting a single team-building exercise to last.** Without a long-term strategy, a day's retreat or activity won't transform a group of

employees into a high-functioning team. At best, you'll give the team a short-term shot in the arm. At worst, the day may bring up issues that can't be solved in a day and are left to fester.

- **Assuming you're on track when you're not.** Building a team is a long-term process. You and the team need to know if you're making progress. Don't assume that things are improving on their own. Install a system that allows for regular evaluations of your team's performance.
- **Not taking an active part yourself.** Unless you roll up your own sleeves and set the tone, the team isn't likely to take the process seriously. As a manager, you have to become a key player in the process of improvement.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
	1	2 9:00-12:00 WIA Overview 9:30-10:30 Job Zone	3 9:30-11:30 Successful Resume Writing 1:00-4:00 Introduction to Computers 2:00-3:00 Difficult Interview Questions	4 9:00-12:00 Advanced Resume Review
7 RSO – UI Orientation	8 9:00-10:00 Winning Applications 9:30-10:30 Understand Civil Service	9 9:00-12:00 WIA Overview 9:30-10:30 Transferable Skills	10 9:30-11:30 Interview Skills 101 10:30-12:00 Metrix 1:30-3:30 Keyboarding 1:30-3:30 Online Apps/Empl Testing	11 1:00-2:00 What You Don't Know...
14 RSO – UI Orientation	15 9:30-11:30 Successful Resume Wrtnng 1:30-3:30 Surviving A Layoff	16 9:00-12:00 WIA Overview 9:30-10:30 What Employers Want	17 9:30-11:30 Job Search Forum 1:00-4:00 Internet Job Search 1:30-3:00 Metrix 1:30-3:30 Personality & Careers	18 9:30-10:30 Moving Forward 1:30-2:30 Mock Interviews
21 RSO – UI Orientation	22 9:00-12:30 Word session I 9:30-11:30 Interview Skills 101 1:00-2:00 Winning Applications 1:30-4:30 Internet & Email	23 9:00-12:00 WIA Overview 9:00-12:00 Excel session I 9:00-4:00 Furthering Your Education 9:30-11:30 Lost Your Job & Attitude? 1:00-4:00 Excel session II	24 9:00-12:30 Word session II 9:30-11:30 Mature Worker Job Search 10:30-12:00 Metrix 1:30-3:30 Successful Resume Writing 1:30-4:30 PowerPoint 2:00-3:00 Tech. in the Job Search	25 1:00-2:00 What You Don't Know...
28 RSO – UI Orientation	29 9:00-12:30 Advanced Word 9:30-10:30 Understand Civil Service 1:30-3:30 Surviving A Layoff 1:30-4:30 Advanced Excel	30 9:00-12:00 QuickBooks 2007 session I 1:00-4:00 QuickBooks 2007 session II	31 1:30-3:00 Metrix	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 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.
- ◆ **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 and E-mail**-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.
- ◆ **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 some computer knowledge and be familiar with Word.

Workshop Descriptions Cont'd.

- ◆ **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.
- ◆ **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.

Did You Know...

- **Did you know...**that Oswego County's unemployment rate for December 2010 was 11.1%? This was an increase from the November 2010 rate of 10.1%.
- **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 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 on Tuesday's, starting February 1, 2011 through April 5, 2011. They will NOT be here on March 15, 2011.

**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

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

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

**Oswego County
Workforce
New York**
Put us to work for you