



Oswego County Workforce New York Workshop Schedule

| Mon | Tue | Wed | Thu | Fri |
|--|--|--|--|--|
| 2 RSO – UI Orientation 1:00-4:00 Excel session I | 3 11:00-12:00 Further Your Education 1:30-3:30 Surviving A Layoff | 4 9:00-12:00 WIA Overview 1:00-4:00 Excel session II | 5 9:30-11:30 Successful Resume Writing 1:00-3:00 Personality and Career | 6 9:30-11:30 Interview 101 |
| 9 RSO – UI Orientation 1:00-4:00 Access session I | 10 9:00-11:00 Mature Worker Job Srch 9:30-10:30 Winning Applications 9:00-12:30 Word session I 1:30-4:30 Computer Skill Building | 11 9:00-11:00 Job Search Forum 9:00-12:00 WIA Overview 1:00-2:00 What Employers Want 1:00-4:00 Access session II | 12 9:00-12:00 Advanced Resume Review 9:00-12:30 Word session II 1:30-3:30 Keyboarding 2:00-3:00 Difficult Interview Questions | 13 1:00-2:00 What You Don't Know... |
| 16 RSO – UI Orientation 1:00-4:00 Advanced Excel | 17 9:30-10:30 Understand Civil Service 11:00-12:00 Further Your Education 1:00-2:00 What Employers Want 1:30-3:30 Surviving A Layoff | 18 9:00-12:00 WIA Overview 1:00-3:00 Personality & Career 1:00-4:00 PowerPoint | 19 9:30-11:30 Successful Resume Writing 10:00-11:00 Technology in the JS 1:00-4:00 Introduction to Computers 1:30-3:30 Interview 101 | 20 9:30-11:30 Mature Worker Job Search |
| 23 RSO – UI Orientation 1:00-4:00 QuickBooks session I | 24 9:00-12:00 Moving to Word 2007 1:00-2:00 Winning Applications 1:00-4:30 Advanced Word | 25 9:00-11:00 Successful Resume Wrtg 9:00-12:00 WIA Overview 1:00-4:00 QuickBooks session II | 26 9:00-11:00 Interview 101 1:00-4:00 Internet Job Search 1:00-4:00 Advanced Resume Review | 27 1:00-2:00 What You Don't Know |
| 30 RSO – UI Orientation | 31 9:00-11:00 Lost Your Job & Attitude? 2:00-3:00 Understand Civil Service | | | 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 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 2003**-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 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 & Your 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.
- ◆ **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.
- ◆ **Personality & Career**-Explore and learn about your unique personality and apply your knowledge to better your career, or even get a new one.
- ◆ **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; 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.