




29-10 Thomson Avenue, Room C-400, Long Island City, NY 11101; Tel: 718-609-2130; Fax: 718-609-2099  
LaGuardia Workforce1 is easily accessible by car, bus, or subway and is located in Queens just 20 minutes from Times Square.

## September 2008 Calendar of Events: Updated 8/29/08

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b>    <b>OFFICE CLOSED</b>	<b>2</b> <b>Orientation to Workforce1</b> 9:00am Room C-400	<b>3</b>	<b>4</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Clinic: Second Level</b> 1:00pm Room C-400	<b>5</b> <b>RESOURCE ROOM CLOSED</b>
<b>8</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Basics: First Level</b> 1:00pm Room C-400  <b>Getting The Job You Really Want: Job Search I</b> 3:00pm Room C-400	<b>9</b> <b>Orientation to Workforce1</b> 9:00am Room C-400	<b>10</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Interview Skills Workshop</b> 1:00pm Room C-400	<b>11</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Clinic: Second Level</b> 1:00pm Room C-400	<b>12</b> <b>RESOURCE ROOM HOURS</b> 9:00am – 5:00pm Room: C-416
<b>15</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Basics: First Level</b> 1:00pm Room C-400  <b>Careers In Healthcare</b> 3:00pm Room C-400	<b>16</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>AHRC Recruitment Event</b> Check-in: 9:30am Room C-400  <b>Job Seekers Group: Job Search II</b> 3:00pm Room C-400	<b>17</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Interview Skills Workshop</b> 1:00pm Room C-400	<b>18</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Clinic: Second Level</b> 1:00pm Room C-400	<b>19</b> <b>RESOURCE ROOM HOURS</b> 9:00am – 5:00pm Room: C-416
<b>22</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Basics: First Level</b> 1:00pm Room C-400  <b>Getting The Job You Really Want: Job Search I</b> 3:00pm Room C-400	<b>23</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Job Seekers Group: Job Search II</b> 3:00pm Room C-400	<b>24</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Interview Skills Workshop</b> 1:00pm Room C-400	<b>25</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Clinic: Second Level</b> 1:00pm Room C-400	<b>26</b> <b>RESOURCE ROOM HOURS</b> 9:00am – 5:00pm Room: C-416
<b>29</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Resume Basics: First Level</b> 1:00pm Room C-400  <b>Getting The Job You Really Want: Job Search I</b> 3:00pm Room C-400	<b>30</b> <b>Orientation to Workforce1</b> 9:00am Room C-400  <b>Job Seekers Group: Job Search II</b> 3:00pm Room C-400			

To get more information and calendar updates visit: <http://ace.laguardia.edu/workforce1/>

# Description of WF1 Events

Visit our website at <http://ace.laguardia.edu/workforce1/> or call 718-609-2130 for more information about our recruitment events, workshops, services, travel directions, holiday closings, and up to the minute additions or changes.

## Orientation to WorkForce1

This is your introduction to the LaGuardia Community College Workforce1 Career Center. Learn about how to jump-start your job search, find how to use training to upgrade your skills for employment, and learn how to best use these resources. Please bring a paper copy of your resume or an electronic copy on a jump drive/diskette. **Enrollment to WorkForce1 is required before you can utilize services listed below. You can enroll by attending an Orientation.**

## Walk into the Resource Room

Use the facilities of this state-of-the-art room seek employment, find information on careers, and apply to jobs directly. You will also have access to high speed internet, a printer and copy machine, and phones to make business contacts. Our friendly staff is there to assist you in any of the above mentioned activities.

## Workshops and Special Events

### Resume Basics: First Level

*NEW*

Building a resume is like baking a cake; you will need time to follow a detailed format to and a set of instructions on how to make from scratch. Come and learn basic steps how to create your resume. Computer literacy is needed.

### Resume Review: Second Level

*NEW*

Do you feel that your resume needs to be better or stronger? Our highly knowledgeable staff will review it to make recommendations and coach you how to make it an AMAZING tool in your job search.

### Getting the Job you Really Want: Job Search I

*NEW*

There are many ways to look for work but there are two proven methods that will help you find the Job of Your Dreams. Come to learn what they are.

### Job Seekers Group: Job Search II

*NEW*

After you learn about the two proven job search methods in Job Search I, the Job Seekers Group will coach you how to use these methods to conduct a successful job search.

### Interview Skills Workshop

You have worked hard to get that interview and now you have a 50% chance to get that job. Attend this workshop to learn more about the interview process, discover how to answer difficult questions, and to gain confidence through fun group exercises to go out there and GET THAT JOB!!

### Careers in HealthCare: How to get Started or Promoted?

Have you always dreamed of working in this field but not quite sure where to start? Do you already work in the health field and want to get promoted? Start by attending our information session about employment and training opportunities in the fastest grown industry in the United States.

HPD/FSS Career Advancement Program (CAP) participants call (718) 482-5355 to use Workforce1 services.

Current LaGuardia Students and Alumni visit the Employment and Career Service Center (C-102) to use Workforce1 Services.

## Workforce1 Center (C-400) and Resouce Room Hours (C-416)



Monday through Friday 9:00am – 5:00pm