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FOR IMMEDIATE RELEASE

DATE: October 1, 2021

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**SARATOGA COUNTY CAREER CENTER ANNOUNCES OCTOBER VIRTUAL WORKSHOPS SCHEDULE**

Free Career Workshops Provided by the Greater Capital Region Career Centers

BALLSTON SPA, NY -- The Saratoga County Career Center in conjunction with the Greater Capital Region Career Centers will hold the following free virtual career workshops during October:

**Tuesday, October 5 at 11AM: Transferable Skills.** Transferable skills are qualities you have already acquired that can be used in a different job. Learn how to make employers see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem.

**Wednesday, October 6 at 10AM: Resume Development.** This workshop presents the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. Please have a rough draft of your resume with you.

**Tuesday, October 12 at 10:30AM: Interview Preparation.** Learn how to articulate your strengths, what questions to expect, how to address difficult topics, and ace the interviewing process.

**Wednesday, October 13 at 10AM: Goal Setting.** This workshop explores how goal setting works, why goals are important, and provides helpful resources to get you started to reaching your dreams.

**Friday, October 22 at 11AM: Completing Job Applications.** Statistics show approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system to screen candidates for job opportunities. Learn how to prepare your online application to get the most visibility from hiring managers.

**Tuesday, October 26 at 11AM: Overcoming Barriers.** Join an informal discussion about how to overcome potential stumbling blocks to finding a job. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns or more, this workshop will provide you with resources and strategies to help you meet your goals.

**Thursday, October 28 at 1:30PM: Social Media.** Your social media presence can make or break your ability to find a job. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

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Registration is required for all workshops. Visit <https://thejoblink.org/calendar/> to register or call the Saratoga County Career Center at (518) 884-4170 for more information. The workshops are offered as part of the Saratoga County Career Center's WorkPays! workforce education campaign.

The Saratoga County Employment and Training Office provides comprehensive training and employment services to local residents through its Career Center and works with local businesses to attract and retain the local workforce.

The Greater Capital Region Career Centers is a group of local county and city-based Career Centers and partners that coordinate services to address the workforce needs of the Greater Capital Region by providing a variety of career and workforce resources, training opportunities, and more. Members include Capital Region Workforce New York; Columbia-Green Workforce NY; City of Albany Career Center; L.E.A.P; Rensselaer County Career Center; Saratoga County Career Center; Schenectady County Connects; Warren County Career Center; Workforce Solutions System of Fulton, Montgomery, Schoharie Counties.

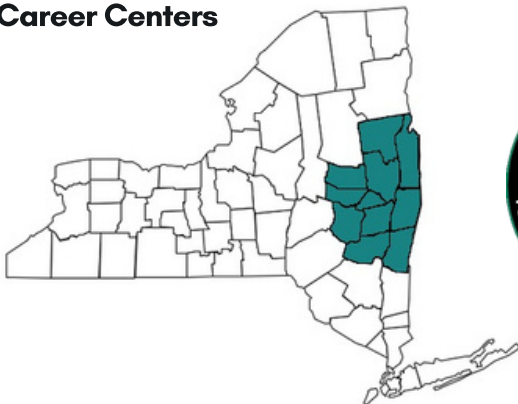
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Attachment: Flyer

# Greater Capital Region Career Centers OCTOBER 2021 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
1	*Registration is required* Click on the name of the workshop or use the links to register.				
4-8		<u>11am</u> <u>Transferable Skills</u>	<u>10am</u> <u>Resume Development</u>		
11-15	Observance of Columbus Day	<u>10:30am</u> <u>Interview Preparation</u>	<u>10am</u> <u>Goal Setting</u>		
18-22				<u>11am</u> <u>Completing Job Apps</u>	
25-29		<u>11am</u> <u>Overcoming Barriers</u>		<u>1:30pm</u> <u>Social Media</u>	

Presented by  
the Greater  
Capital Region  
Career Centers





# Greater Capital Region Career Centers OCTOBER 2021 Virtual Workshops

## **Transferable Skills - <http://bit.ly/GCRTransferableSkills>**

Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

*October 5th at 11am: Facilitated by Warren and Albany*



## **Resume Development - <http://bit.ly/GCRResumeDev>**

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. \*Please bring a rough draft of your resume\*

*October 6th at 10am: Facilitated by Rensselaer and Columbia-Greene*



## **Interview Preparation - <http://bit.ly/GCRInterviewPrep>**

A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

*October 12th at 10:30am: Facilitated by Schenectady*



## **Goal Setting - <http://bit.ly/GCRGoalSetting>**

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

*October 13th at 10am: Facilitated by Washington and Albany*



## **Completing Job Apps - <http://bit.ly/GCRJobApps>**

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

*October 22nd at 11am: Facilitated by Warren and Washington*



## **Overcoming Barriers - <http://bit.ly/GCRBarriers>**

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

*October 26th at 11am: Facilitated by Saratoga and Fulton-Montgomery-Schoharie*



## **Social Media - <http://bit.ly/GCRSocialMedia>**

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

*October 28 at 1:30pm: Facilitated by Schenectady*

