

# Warren County Career Center



## HOW CAN WE HELP YOU? FREE Services

### Jobseeker Services

- Employment Counseling
- Assistance with Resumes, Cover Letters and Applications
- Interview Preparation
- Free Online Training for Thousands of Courses
- Monthly Workshops
- Training Sponsorships for Those Who Qualify
- Career Exploration and Assessment Tools
- Links to Local Services

### Additional Resources For

- Students
- Veterans
- Older Workers
- Entry-Level Workers
- Workers with a Disability
- Laid-Off Workers
- Those With a Criminal Conviction



518-743-0925



[thejoblink.org](http://thejoblink.org)



333 Glen St. Suite 300  
Glens Falls, NY 12801

# Free Online Training



## WARREN COUNTY CAREER CENTER CAN HELP YOU!

Enhance your skills and obtain industry recognized credentials using the flexible, self-directed, web-based platform  
**Metrix Learning**

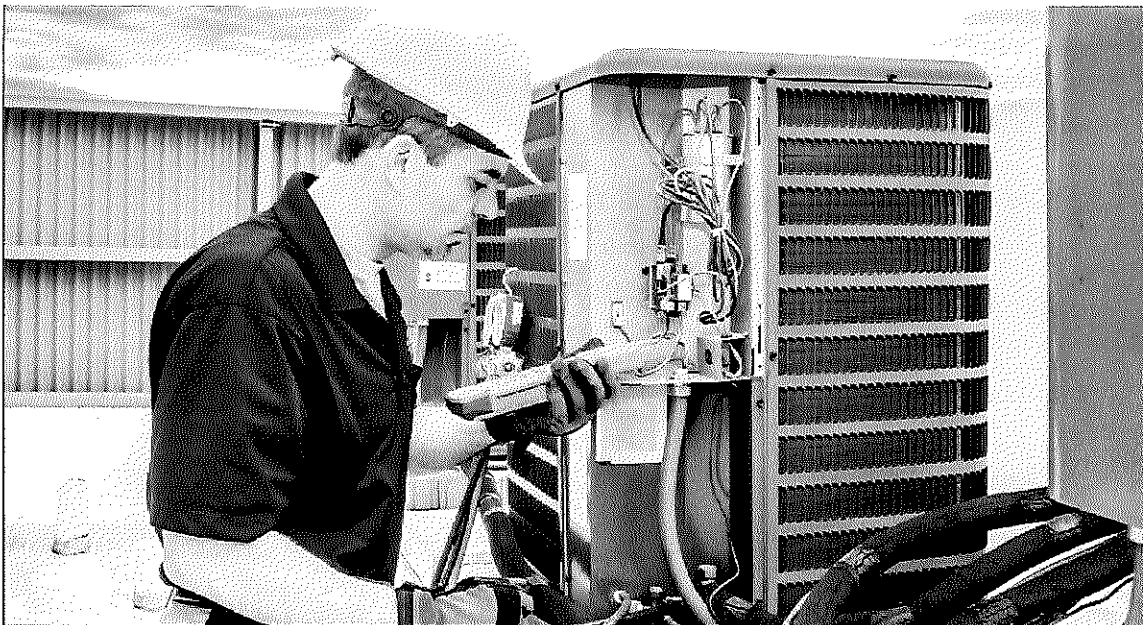


More than  
**5,000+**  
courses  
available

### Industry Certifications Available:

- ASQ (Includes Six Sigma Green Belt, Black Belt)
- Cisco (Includes CCNA, CCENT)
- CompTIA (Includes A+, Network +, Security +)
- Human Resources Certification Institute (PHR, SPHR)
- Microsoft (Includes MCTS, MCITP)
- Oracle
- Project Management Institute (PMP, CAPM)

**CALL  
TODAY!**



## **LOW COST & FREE TRAINING AVAILABLE FOR ELIGIBLE APPLICANTS!**

- HVAC-R
- Electrical Technician
- CDL-A/B
- Home Inspection
- Machine Tool Technology
- Asbestos Removal
- OSHA 10, 30, or 40
- Food Service Manager
- CNA
- LPN
- CRPA-P
- EKG
- Dental Assistant
- Phlebotomy
- Food Handler
- And More!

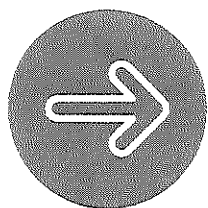
**Local certified training partners include: WSWHE  
BOCES, SUNY Adirondack, Metrix, and others!**

**Sponsorship applications are available for Warren  
County residents at the Warren County Career Center.**

**333 Glen Street, Suite 300  
Glens Falls, NY 12801  
518-743-0925**

**Open Monday-Friday 8:30am-4:30pm**

**americanjobcenter**  
WORKING TOGETHER



**Thursday  
September 21st  
@ 1pm**

**Held at the Career Center  
333 Glen Street, Suite 300  
Glens Falls, NY 12801**

americanjobcenter  
Warren County, NY

# Computer Skills Workshop for Beginners



## Topics Covered Include:

- Internet Searching
- Creating an E-Mail Account
- Creating and Saving Documents
- And More!

## Workshop Provided By:



**Crandall Public Library  
518-792-6508**



**Warren County Career Center  
518-743-0925**



**REGISTRATION REQUIRED!**  
Call Crandall Library or Career Center to Register  
or Register online via the Library Event Calendar at  
[www.CrandallLibrary.org](http://www.CrandallLibrary.org)

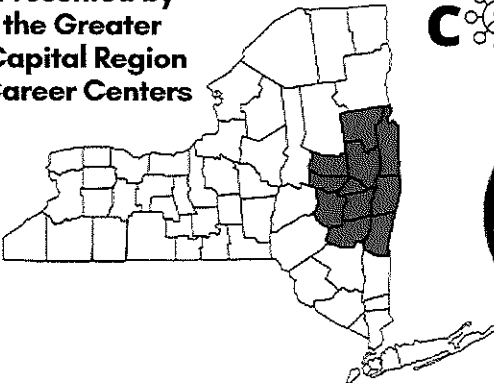


# Greater Capital Region Career Centers

## SEPTEMBER 2023 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
4-8			<b>10am</b> <u>Resume Development</u>	<b>11am</b> <u>Transferable Skills</u>	
11-15		<b>10:30am</b> <u>Interview Preparation</u>	<b>10am</b> <u>Goal Setting</u>		
18-22				<b>11am</b> <u>Completing Job Apps</u>	
25-29		<b>11am</b> <u>Overcoming Barriers</u>		<b>1:30pm</b> <u>Social Media</u>	

Presented by  
the Greater  
Capital Region  
Career Centers



SCHENECTADY COUNTY  
**NNECTS**

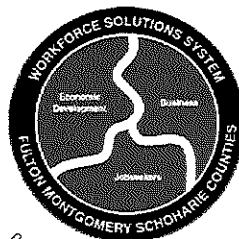


Rensselaer County  
Employment & Training  
Career Center



NEW YORK  
STATE OF  
OPPORTUNITY

Saratoga County  
Career Center



NEW YORK  
STATE  
Warren County  
Career Center  
A proud partner of the AmericanJobCenter network

Columbia-Greene  
WORKFORCE NY  
A proud partner of the AmericanJobCenter network

NEW YORK  
STATE  
City of Albany  
Career Center  
A proud partner of the AmericanJobCenter network

LEAP  
LEARNING. EMPLOYMENT. ASSISTANCE. PARTNERSHIP.

# Greater Capital Region Career Centers

## SEPTEMBER 2023 Virtual Workshops

### **Transferable Skills - <https://bit.ly/GCR2Skills>**

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.

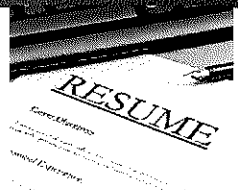
*September 7th at 11am: Facilitated by Warren and Washington*



### **Resume Development - <https://bit.ly/GCR2Resumes>**

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\*

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



### **Interview Preparation - <https://bit.ly/2023GCRInterview>**

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.

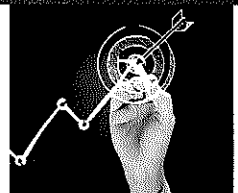
*September 12th at 10:30am: Facilitated by Schenectady*



### **Goal Setting - <https://bit.ly/GCR2GoalSetting>**

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.

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



### **Completing Job Apps - <https://bit.ly/GCR2JobApps>**

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.

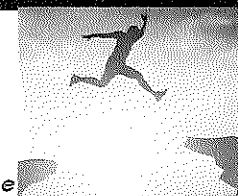
*September 21st at 11am: Facilitated by Warren and Washington*



### **Overcoming Barriers - <https://bit.ly/GCR2Barriers>**

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!

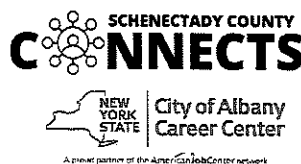
*September 26th at 11am: Facilitated by Saratoga and Fulton-Montgomery-Schoharie*



### **Social Media - <https://bit.ly/GCR2SocialMedia>**

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.

*September 28th at 1:30pm: Facilitated by Schenectady*



Rensselaer County  
Employment & Training  
Career Center



Saratoga County  
Career Center

