




July 2007

Updated: 7/3/07

Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Please note: Career Advisement & The Job Seekers Group has been <u>canceled</u> for today only.	3 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400		5 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	6
9 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 The Job Seekers Group ** 3:00pm – 4:00pm RM C-416	10 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	11 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 College Prep Workshop 6pm – 7pm RM C – 224C	12 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	OFFICE CLOSED SUMMER SCHEDULE
16 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 The Job Seekers Group ** 3:00pm – 4:00pm RM C-416	17 Orientation has been <u>canceled</u> for today only. AHRC Recruitment Event** Check-in: 9:30am – 10:00am RM C-416 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 Jobs with Growth Potential 2pm – 3:30pm RM C416	18 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	19 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 US OPEN Recruitment Event** 2pm – 5:00pm RM C-400	OFFICE CLOSED SUMMER SCHEDULE
23 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 The Job Seekers Group ** 3:00pm – 4:00pm RM C-416	24 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	25 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	26 Orientation has been <u>canceled</u> for today only. Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	OFFICE CLOSED SUMMER SCHEDULE
30 Orientation to Workforce1 9:30am – 10:30 am RM C-400 Resume Clinic ** 10:45am – 12:15pm RM C-416 Career Advisement – Walk In ** 2pm – 3:30pm RM C-400 The Job Seekers Group ** 3:00pm – 4:00pm RM C-416	31 Orientation to Workforce1 9:30am – 10:30am RM C-400 Resume Clinic has been <u>canceled</u> for today only. Career Advisement – Walk In ** 2pm – 3:30pm RM C-400	YOU MUST ATTEND ORIENTATION TO WORKFORCE1 BEFORE PARTICIPATING IN THE ACTIVITIES MARKED WITH AN ASTERISK (**) FREE EVENT! SUPER SATURDAY, JULY 7, 2007 Fun-Packed Day For Kids! 10:00 am – 1:00 pm ♦ E - Building Atrium Sponsored by the College for Children ♦ Call (718) 482-5344 for more information		

Description of Events

LaGuardia Workforce1 is easily accessible by car, bus, or subway and is located in Queens just ten minutes from Times Square. Call 718.609.2130 for directions or visit the LaGuardia Community College website at <http://www.lagcc.cuny.edu/visit/>

ORIENTATION: This is the first step to using the Workforce1 Career Center. You will learn about what services are available and get help organizing your thoughts about how best to use these resources. You will also receive basic information about jobs available in your area.
Attendance in this orientation is required in order to participate in all of the workshops listed below.

Career Advisement – Walk-In Service

Career Advisement services include individual counseling sessions with the career advisors to complete customer Individual Employment Plans (IEPs) and to discuss job readiness and training issues.

The Job Seekers Group

Meet with a career advisor and other Workforce1 members who are seeking employment to identify job-seeking strategies, set goals, discuss successes and challenges and swap job leads. This group will keep you motivated and productive.

Resume Clinic

Meet with a career advisor to get assistance constructing a new resume or revising an old one.

College Prep Program

This workshop provides information and advice to prospective students about how college studies can help them meet their personal and professional goals, including individual assistance with an academic counselor and access to computer and Internet services for career information and for college selection.

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

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

HOURS OF OPERATION

Workforce1 Center Hours (C-400)		Resource Room Hours (C-416)	
Mondays	9:00am – 5:00pm	Mondays	9:30am – 5:00pm
Tuesdays	9:00am – 5:00pm	Tuesdays	9:30am – 5:00pm
Wednesdays	9:00am – 5:00pm	Wednesdays	9:30am – 5:00pm
Thursdays	9:00am – 5:00pm	Thursdays	9:30am – 5:00pm
Fridays	CLOSED	Fridays	CLOSED