



LAGUARDIA WORKFORCE1 CAREER CENTER

29-10 Thomson Avenue, Room C-400, Long Island City, NY 11101; Tel: 718-609-2130; Fax: 718-609-2099

Last Updated: 1/24/08

February 2008 Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Enrollment to WorkForce1 is required before you can utilize services listed below. You can enroll by attending an Orientation to Workforce1. To get more information and calendar updates visit http://ace.laguardia.edu/workforce1/ or call 718-609-2130.</p>				<p>1 RESOURCE ROOM OPEN 9AM – 5PM Room C-416</p>
<p>4 Orientation to Workforce1 9:00am Room C-400</p>	<p>5 Orientation to Workforce1 9:00am Room C-400</p>	<p>6 Money Talks: Earned Income Tax Credit Information Session 2pm Room C-225</p>	<p>7 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400</p>	<p>8 RESOURCE ROOM will be closed from 10:00 - 12:00</p>
<p>11 Orientation to Workforce1 9:00am Room C-400</p>	<p>12  CENTER CLOSED Lincoln's Birthday</p>	<p>13 St. Mary's Hospital Recruitment Event Check-In: 9:30am Room C-400 College Prep Workshop: How to Apply for FAFSA 6pm-8pm Room C-109</p>	<p>14 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400</p> 	<p>15 RESOURCE ROOM OPEN 9AM – 5PM Room C-416</p>
<p>18  CENTER CLOSED</p>	<p>19 Orientation to Workforce1 9:00am Room C-400</p>	<p>20 Money Talks: Earned Income Tax Credit Information Session 2pm Room C-225 College Prep Workshop: The CUNY Application 6pm-8pm Room E-222</p>	<p>21 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400</p>	<p>22 RESOURCE ROOM OPEN 9AM – 5PM Room C-416</p>
<p>25 Orientation to Workforce1 9:00am Room C-400 Careers In HealthCare: How to get Started or Promoted? 2pm Room C-225</p>	<p>26 Orientation to Workforce1 9:00am Room C-400</p>	<p>27 Orientation to Workforce1 9:00am Room C-400 Training Opportunities with CAP-Reserved for HPD Only 6pm Room C-225</p>	<p>28 Careers In Retail 10am Room TBA Interview Skills Workshop 2pm Room C-400</p>	<p>29 RESOURCE ROOM OPEN 9AM – 5PM Room C-416</p>

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.

LaGuardia Workforce1 is easily accessible by car, bus, or subway and is located in Queens just 20 minutes from Times Square.

Orientation to WorkForce1

This is your introduction to the LaGuardia Community College Workforce1 Career Center. Learn about services that are available to jump-start your job search, find training to upgrade your skills for employment, or get help organizing your thoughts about how best to use these resources.

Please bring a paper copy of your resume or an electronic copy on a jump drive/diskette.

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Walk into the Resource Room

Dynamic and interactive, the Resource Room is a place where you can seek employment, strengthen or build your resume, boost your interviewing skills, and find information on careers. In this state-of-the-art room you will also have access to high speed internet, a printer and copy machine for your job search, phones to make business contacts and assistance from our friendly staff for any of the above mentioned activities.

Interview Skills Workshop

Want to STAND OUT at an interview? Want to feel confident in answering interview questions? Then attend this workshop to learn more about the interview process. Use this workshop to have your questions answered about the interview process, discover the most frequently asked interview questions, and to gain interview experience through group exercises.

Money Talks: Earned Income Tax Credit Information Session

Find how about the various Earned Income Tax credits that are available to you. Some families have received up to \$6,000 by completing your income taxes.

Careers In HealthCare: How to get Started or Promoted?

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

All other workshops are being presented by a number of programs at LaGuardia Community College. Call for more information.

HPD/FSS Career Advancement Program 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 Hours (C-400)

Mondays <i>(except 2/18/08)</i>	9:00am – 5:00pm
Tuesdays <i>(except 2/12/08)</i>	9:00am – 5:00pm
Wednesdays	9:00am – 5:00pm
Thursdays	9:00am – 5:00pm
Fridays	9:00am – 5:00pm

Resource Room Hours (C-416) - Swipe Card Required

Mondays <i>(except 2/18/08)</i>	9:00am – 5:00pm
Tuesdays <i>(except 2/12/08)</i>	9:00am – 5:00pm
Wednesdays	9:00am – 5:00pm
Thursdays	9:00am – 5:00pm
Fridays	9:00am – 5:00pm