



**Calendar of Events**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>Note:</b> Enrollment to WorkForce1 is required before you can utilize services listed. You can enroll by attending an Orientation.</p>	<p>1</p> 	<p>2</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>3</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>4</p> <p><b>RESOURCE ROOM OPEN</b> 9AM – 5PM Room C-416</p>
<p>7</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>8</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>9</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>10</p> <p><b>AHRC Recruitment Event</b> Check-In: 9:30am Room C-400</p> <p><b>Interview Skills Workshop</b> 2pm Room C-400</p>	<p>11</p> <p><b>RESOURCE ROOM OPEN</b> 9AM – 5PM Room C-416</p>
<p>14</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p>	<p>15</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p>	<p>16</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p>	<p>17</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p> <p><b>Interview Skills Workshop</b> 2pm Room C-400</p>	<p>18</p> <p><b>RESOURCE ROOM OPEN</b> 9AM – 5PM Room C-416</p>
<p>21</p>  <p><b>CENTER CLOSED MLK DAY</b></p>	<p>22</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p>	<p>23</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Career Advisement – Walk In</b> 10am – 12pm Room C-400</p>	<p>24</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>Careers In Retail</b> 10am – 2pm RM TBA</p> <p><b>Interview Skills Workshop</b> 2pm Room C-400</p>	<p>25</p> <p><b>RESOURCE ROOM OPEN</b> 9AM – 5PM Room C-416</p>
<p>28</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p>	<p>29</p> <p><b>AHRC Recruitment Event</b> Check-In: 9:30am Room C-400</p>	<p>30</p> <p><b>Orientation to Workforce1</b> 9:00am Room C-400</p> <p><b>College Prep Workshop: Application Essay Review</b> 6pm-8pm Room TBA</p>	<p>31</p> <p><b>Interview Skills Workshop</b> 2pm Room C-400</p>	<p>To get more information and calendar updates visit: <a href="http://ace.laguardia.edu/workforce1/">http://ace.laguardia.edu/workforce1/</a></p>

# Description of Events

Visit our website at <http://ace.laguardia.edu/workforce1/> 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 Workforce1 Career Center services. You will learn about the services that are available to jump-start your job search. Get help organizing your thoughts about how best to use these resources. You will also receive information about jobs current job openings in your area.

**Enrollment to WorkForce1 is required before you can utilize services listed below. You can enroll by attending an Orientation.**

## Career Advisement –Walk-Ins will End on January 23<sup>rd</sup>. Please contact your Career Advisor directly or call the general number.

Talking to a career advisor can help you to set a career goal, figure out ways to achieve your goal that fit your needs. Get tips on how to conduct an effective job search.

## 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.

**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.**

## **HOURS OF OPERATION**

These are subject to change. Please visit our website or call for updates.

### **Workforce1 Center Hours (C-400)**

<b>Mondays</b> <i>(except 1/21/08)</i>	<b>9:00am – 5:00pm</b>
<b>Tuesdays</b> <i>(except 1/1/08)</i>	<b>9:00am – 5:00pm</b>
<b>Wednesdays</b>	<b>9:00am – 5:00pm</b>
<b>Thursdays</b>	<b>9:00am – 5:00pm</b>
<b>Fridays</b>	<b>9:00am – 5:00pm</b>

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

<b>Mondays</b> <i>(except 1/21/08)</i>	<b>9:00am – 5:00pm</b>
<b>Tuesdays</b> <i>(except 1/1/08)</i>	<b>9:00am – 5:00pm</b>
<b>Wednesdays</b>	<b>9:00am – 5:00pm</b>
<b>Thursdays</b>	<b>9:00am – 5:00pm</b>
<b>Fridays</b>	<b>9:00am – 5:00pm</b>