




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: 1/17/08

March 2008 Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Enrollment to WorkForce1 is required before you can utilize services listed. You can enroll by attending an Orientation to Workforce1.				
3 Orientation to Workforce1 9:00am Room C-400	4 Orientation to Workforce1 9:00am Room C-400	5 Orientation to Workforce1 9:00am Room C-400 Money Talks: Earned Income Tax Credit Information Session 6pm Room C-225	6 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400	7 RESOURCE ROOM OPEN 9AM – 5PM Room C-416
10 Orientation to Workforce1 9:00am Room C-400	11 Orientation to Workforce1 9:00am Room C-400	12 Orientation to Workforce1 9:00am Room C-400	13 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400	14 RESOURCE ROOM OPEN 9AM – 5PM Room C-416
17 Orientation to Workforce1 9:00am Room C-400 	18 Orientation to Workforce1 9:00am Room C-400	19 Orientation to Workforce1 9:00am Room C-400	20 Orientation to Workforce1 9:00am Room C-400 Interview Skills Workshop 2pm Room C-400	21 RESOURCE ROOM OPEN 9AM – 5PM Room C-416
24 Orientation to Workforce1 9:00am Room C-400 Careers In HealthCare: How to get Started or Promoted? 2pm Room C-255	25 Orientation to Workforce1 9:00am Room C-400	26 Orientation to Workforce1 9:00am Room C-400 Training Opportunities with CAP: Reserved for HPD Only 6pm Room C-225	27 Careers In Retail 10am Room TBA Interview Skills Workshop 2pm Room C-400	28 RESOURCE ROOM OPEN 9AM – 5PM Room C-416
31 Orientation to Workforce1 9:00am Room C-400	<p>To get more information and calendar updates visit http://ace.laguardia.edu/workforce1/ or call 718-609-2130.</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 (CAP) 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	9:00am – 5:00pm
Tuesdays	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	9:00am – 5:00pm
Tuesdays	9:00am – 5:00pm
Wednesdays	9:00am – 5:00pm
Thursdays	9:00am – 5:00pm
Fridays	9:00am – 5:00pm