

The UHLS 2016-17 Adult Literacy Grant: Get a Job! Strengthening Library Partnerships in Regional Workforce Development

The NYS Adult Literacy grant is all about workforce development, and UHLS has arranged a suite of content and materials that will benefit both member library staff and our communities. Here's what's included:

- **Expert Trainers:** Seasoned trainers deliver career counseling and job readiness workshops for library patrons (See below and reverse side)
- **Professional Development:** Capital District Workforce Development Board train library staff to assist patrons with job search strategies, resumes, and more at the Albany One Stop (Date TBD)
- **Librarians Share Skills:** UHLS and member library staff share reference interview skills with One Stop Counselors (Date TBD)
- **Job Readiness Materials:** Select print career exploration and resume preparation materials for all locations (coming in December).

Library workshop trainers (Detailed workshop descriptions on reverse side)



Dr. Tom Denham
Careers in Transition, LLC

Dr. Tom Denham is a Career Counselor, Motivational Speaker, Athlete, and Accomplished Mountain Climber. Many in the higher education and business community regard Dr. Tom as a leading authority and much sought after speaker in career development, marketing, entrepreneurship, and work/life balance. His enthusiasm helps him to quickly connect with people and inspire them to take action.



Sarah McFadden
Cornell Cooperative
Extension of
Rensselaer County

Sarah McFadden is the Digital Literacy Educator for Cornell Cooperative Extension of Rensselaer County. She teaches web and computer classes in libraries across the Capital Region on topics from eBay and Facebook to word processing and online security. She loves to help solve weird computer problems and is good at fixing paper jams in printers.



Evelyn Neale
Colonie Town Library
Successful Change

Evelyn Neale is a Master's level information professional and certified Life Coach who has been in leadership for the last 15 years. Currently the Director of the Colonie Town Library, she has her own practice helping to find solutions to success for businesses, organizations and individuals through change management and team building. A lover of change, she knows that how you manage and work through it determines how successful you will be.



Workshops by Dr. Tom Denham

Length: One hour and 15 minutes

Requirements: Minimum 5 Participants Registered; Needs Projector and Screen

Locations: All, but would prefer if geographically close locations would collaborate

Days available: Wed evenings; Tue-Wed-Thur before 4pm; October, November, 2016 and April, May, June, 2017.

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to uhls.org/outreach and complete the form.

Get LinkedIn or Get Left Behind:

LI is an enormously powerful tool for establishing your brand, enhancing your visibility, and managing your career. This seminar will demonstrate the features of LI and how to use it as your professional Internet image. If you are serious about building your business, you must be serious about LinkedIn.

How NOT to Blow Your Interview/Damn Good Interview Skills

Join us for an interactive discussion on what to do before, during, and after the interview. Participants will realize there are actually eight types of interviews and nine non-verbal interview skills. Come learn about the 13 toughest interview questions. Don't blow this one; instead, blow them away!

So You Want to Be an Entrepreneur

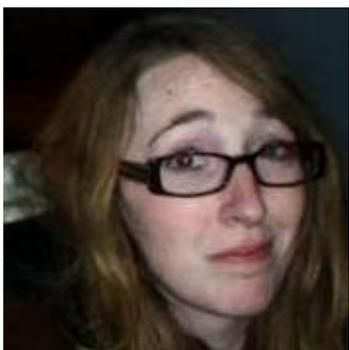
Come to this seminar to learn about the current entrepreneurship trends. You will discover how to navigate the 3 Stages of Entrepreneurship, and develop an understanding of the core components of your start-up. We will explore the Dos and Don'ts to Success and the 10 Survival Strategies to Avoid Failure in the First Year.

The Big Three: Resumes, Cover Letters, and Interviewing

For any successful job search, you need three critical tools: a solid resume, a tailored cover letter, and exceptional interview skills. This interactive program will teach you how to master all three. You will learn the rules of resume writing, the purpose of a cover letter, and the best approach to the most neglected part of the job search: developing strong interview skills. Pick up tips on how to make yourself that much more competitive in the job market and obtain the edge necessary to get ahead.

Job Search Strategies that Work!

Ever wonder why your job search is stalled.? Come and learn the real ten jobs search techniques. We will take a look at the topics of job search considerations, analyzing a potential employer and researching job prospects. In addition, LinkedIn and the importance of a professional online reputation will be discussed.



Workshops by Sarah McFadden

Length: 90 minutes

Requirements: Needs screen; will bring her own projector.

Locations: All

Days available: Flexible Mon & Thur; Tue & Wed: before noon or after 5pm; October, November, 2016 and April, May, June, 2017.

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to uhls.org/outreach and complete the form.

Free Skill Building Online

Interested in leveling up some skills for your new job? This class will show you free resources for sharpening your skills with Microsoft Office, coding, social media, and more.

Resume Tools for Job Seekers

Make word processing work for you. Get tips, tricks, and one-on-one help with designing and formatting your resume or cover letter. Leave with a completed version of your resume.

Skype for Job Interviews and Beyond

Learn how to set yourself up for successful Skype interviews. Learn and practice the basics of Skype, and get tips for making the long distance interview go as smoothly as possible.

Free Resources for Job Seekers

Looking for free alternatives to office software? Need a new template to freshen up your resume? Take a tour of some free resources that can help your application materials stand out.

Build Your Network on LinkedIn

Connect with professionals in your field, or build an online resume with LinkedIn, the social network for professional networking.



This program is supported by funds from the New York State Library's Adult Literacy Library Services Program, in partnership with the Capital Region Workforce Development Board and ACCES-VR.



Workshops by Evelyn Neale

Length: 90 minutes

Requirements: Needs Projector and Screen

Locations: All

Days available: Flexible **except** Mon-Wed evenings; October, November, 2016 and April, May, June, 2017.

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to uhls.org/outreach and complete the form.

Optimizing Your Presence Online

Are you on Facebook, Twitter, LinkedIn? Want to collaborate online through Google? Come find out how to best use these and other tools to build and improve your professional presence.

Dealing with Difficult Coworkers

You got the job, now how do you navigate the personalities in the workplace? It's easy to work with those who are easy to get along with. But how do you treat a difficult person, someone you don't understand or can't relate to? Learn strategies to deal with them and to make conflict productive.

Being in the Mix: Working with Multiple Generations

We are now working in environments with a mix of five or more generations, making for dynamic workplaces. Learn the generational characteristics, what motivates each, and how to build relationships across generations to create positive working environments.

The Art and Science of Getting a Job

Out of work or seeking something new, getting a job is both an art as well as a science. Learn the importance of building your network, what's research got to do with it, tips for working in public service, and being prepared for that offer.