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How to Cope With Change

Change is a way of life, especially in today's world. No organization is exempt from the forward movement of technology and the shifting requirements of the marketplace. Remaining competitive in today's world economy means being open to change and willing to meet new demands. The ability to cope with change and the stress that usually accompanies it is a necessary skill for jobseekers.

"Success will ultimately come to those who see change as an opportunity for their organizations—and themselves — to become more effective," says Steve Kay, a partner with Rona Roberts in Lexington, KY, management consulting firm of Roberts and Kay.

"Some people thrive on change, exuding a calm and confidence that gives other people courage and hope," Roberts notes. "Others crave stability and consistency, and when things change, they feel a sense of loss and fear." The process can be unsettling, even for those who welcome change. Roberts and Kay offer the following suggestions to help cope:

- **Accept the fact that things are changing.** "Instead of wishing things would go back to the way they used to be, spend your time and energy reorganizing your thoughts and preparing for the new way of doing things," Roberts says.
- **Consider the value of distractions.** Turn your attention for a while to things not related to the change. Fish, read a

novel, or take an exercise class. You'll return to your change-related work with renewed vigor and a brighter outlook.

- **Reassure yourself by focusing on things that remain the same.** Once you analyze the situation, you're likely to find that, overall, there is more stability than change in your environment.
- **Try to minimize additional sources of change.** The fewer changes you introduce in your personal life at a time when you are encountering changes at work, the less disruptive they will be, says Roberts.
- **Keep active.** "Action builds attitude," Kay points out. "Doing something — even as simple as reorganizing a drawer — can get you going and give you more energy, so you're ready to take on a larger task."
- **Make change easier on others.** By creating an atmosphere of calm and good humor, you can help yourself and others weather the change.
- **Prepare to implement your part of the change.** Remember that change creates new opportunities. Share any ideas you have that might help the organization meet its goals. Set new goals for yourself and seize opportunities to learn and grow.



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Don't Bail Out of Your Job Before Considering Your Options

Careers For Creative People

You may consider yourself a creative person or an innovative thinker—but you're not cut out to be a starving artist or wait tables while waiting for your big break. What are your options? Look into these careers:

- **Teaching.** Teachers must be quick and creative when it comes to keeping their students' attention and presenting information in interesting ways.
- **Interior design.** Helping people create the space where they'll live, and work requires a wide range of talents and skills.
- **Catering.** Any kind of event-planning career requires skill in selecting and balancing the right ingredients, from the spices in the food to the arrangement of the venue.
- **Graphic design.** With the growth of the internet, the ability to create visually appealing graphics that are well organized as well as attractive is something employers are eagerly seeking.
- **Copywriting.** From advertising to in-depth web content, words are still important. Putting together readable, useful copy is an important skill even in an age of multimedia.

Need help figuring out which career you would best match? Talk to an OCWNY staff person today for assistance!

Do you hate your job? Many of us trudge through the workday without stopping to think about why we dislike our work so much and what we could do to change that. Short of quitting, try these steps to determine what's wrong and how to improve your situation:

- **Make a list.** Take some time outside of work to list the specific aspects of your job that you don't like. Your manager? Boring work? Irritating co-workers? The physical workplace? Don't just say "everything." Dig down for details.
- **Make a second list.** Identify what you like about your job. The work itself? Friendly colleagues? The perks? Again, get as specific as possible.
- **Look for solutions.** Can you do anything to get rid of the things you hate? Maybe you can transfer to

another department, learn new skills, request a new cubicle, or try something else that would alleviate the problem.

- **Expand the positives.** Look again at what you like and try to find ways to enhance those aspects. Can you focus more on the tasks you enjoy? Spend more time with your friends at work? Ask for assignments in areas where you can make a difference?
- **Seek development opportunities.** Often advanced training or more education can position you for a job you like better. Look for professional seminars and courses at your local college in areas where you'd like to learn more, or community causes you can volunteer for. Making an effort to enhance your skills shows your commitment to your industry and makes you more employable overall.

How to Be More Creative on The Job

You won't thrive at work doing the same thing over and over again. You've got to innovate. Find new ways of doing things, saving money, and helping your employer. Otherwise, your career will stagnate. Boost your workplace creativity by paying attention to these guidelines:

- **Schedule time for creativity.** Research suggests that we're more creative when our mood is positive. Pay attention to your mood throughout the day and the week (keep a log if that helps), and set aside some time to generate and explore ideas when you're feeling good.
- **Seek diversity.** When brainstorming with others, mix up your sources. Include people from departments you don't normally work with. The more variety you have, the greater range of ideas you'll be able to choose from.

• **Think in metaphors.** Get past the literal. Train yourself to stretch your perceptions of your operations, products, and strategies. How is your organization like a school bake sale, for example? How is cutting back on expenses like going on a diet? You'll see connections and generate ideas that would never have occurred to you.

• **Relax.** Most of us aren't really more creative when we're on a deadline or frightened of failure. Don't put undue pressure on yourself, or your co-workers, when you want fresh ideas. People are more likely to feel creative when they're excited and happy.



Free Training Driving Careers

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For more information call 315-591-9026



**Oswego County
Workforce New York
Career Center**

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200 North Second Street
Fulton, NY 13069

ocwny@oswegocounty.com
(315) 591-9000
www.ocwny.org

Hours: 8:30 am—4:30 pm
Monday—Friday

November 2021



Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
1 1:00-4:00 OCO ERAP Clinic	2 11:00-2:00 Mackenzie Childs Hiring Event	3 9:00-4:00 Word 1:00-4:00 Amazon Hiring Event 1:00-4:00 CPS Recruitment Hiring Event	4 1:30-3:30 Intro to Computers	5
8 1:00-3:00 OCO DSP Hiring Event 1:00-4:00 OCO ERAP Clinic	9 10:00-11:00 Effective Resume	10 10:00-11:00 Metrix	11 HOLIDAY-CLOSED	12 2:00-3:00 Social Media
15 1:00-4:00 OCO ERAP Clinic	16 9:00-12:00 Amazon Hiring Event	17 9:00-4:00 Excel	18 9:00-4:00 QuickBooks 1:30-3:00 TTW 2:00-3:00 Effective Interviewing	19
22 1:00-4:00 OCO ERAP Clinic	23	24 10:00-11:00 Metrix 1:30-3:30 Internet Job Search	25 HOLIDAY-CLOSED	26 CLOSED
29 1:00-4:00 OCO ERAP Clinic	30			For more information or to sign up, please call – 315-591-9000

Workshop Descriptions:

EFFECTIVE COVER LETTER-This workshop offers best practices to craft an effective, professional cover letter while avoiding the common pitfalls that can make hiring managers groan.

EFFECTIVE INTERVIEWING-Suggestions to prepare for a successful job interview and interview phases will be discussed.

EFFECTIVE RESUME WRITING-An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.

INTERNET JOB SEARCH-Learn to research employers, advantages and disadvantages of job banks and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**

INTRODUCTION TO COMPUTERS-Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**

METRIX-An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses.

MICROSOFT EXCEL-Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts.

MICROSOFT WORD 2016-Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include formatting, spellcheck, managing bullets and graphics.

OCO ERAP Clinic- Have you experienced financial hardship due to COVID-19? Are you behind on your Rent? Are you at risk of homelessness or housing instability? OCO representatives will answer your questions about eligibility and help you apply for the New York State Emergency Rental Assistance Program.

OVER 40 & HIRED-Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.

POWERPOINT 2016-Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share.

QUICKBOOKS 2014-Not just an accounting program, QuickBooks is used by front desk, customer service and sales. Learn the basics of accounts receivable, accounts payable, inventory and reports.

READY SET GO (TO WORK)-How to look for work, the hidden job market, selecting the best resume format, cover letters, discussion time for any questions.

SOCIAL MEDIA-This workshop will go through some social media platforms and how they can be used to enhance your job search process through privacy tools, online presence, company research and creating your personal online network.

TICKET TO WORK (TTW)- These sessions will assist SSDI and SSI beneficiaries in learning how working will affect cash benefits payments and medical insurance coverage.

UNDERSTANDING THE CIVIL SERVICE SYSTEM- Get a better understanding of how to obtain employment with local and state governments and school districts.

Did You Know...

Did you know...that Oswego County’s average unemployment rate for September 2021 was **4.9%**? This was a decrease from the August 2021 rate of **5.8%**.

Did you know...that we are on LinkedIn? To view job postings and other information go to www.linkedin.com and search for Oswego County Workforce New York.

Did you know...that we are on Facebook? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that we are on Twitter? To view job postings and other information go to www.facebook.com and search for Oswego County Workforce New York.

Did you know...that you can visit www.mybenefits.ny.gov to determine eligibility for assistance programs, health insurance, and tax credits?

Did you know...that you should have different versions of your resume if you’re looking for work in more than one field? Update and customize your resume for each new position.

Did you know...that we have staff to help you in your job search if you receive SSI/SSDI? Stop in and see Lisa to learn more.

Partner Agencies/Websites

Oswego County Opportunities
www.oco.org

Oswego County BOCES
www.citiboces.org

Cayuga Community College
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

Amazon Recruitment Events:

- ◇ Wednesday, November 3rd 1:00 pm—4:00 pm
- ◇ Tuesday, November 16th 9:00 am—12:00 pm

Stop in and complete an application to join the Amazon Team!



To see our most recent events and recruitments follow us on Social Media!

-  • Oswego County Workforce New York
• Oswego County Youth Works (Ages 16-24)
-  • Oswego County Workforce New York
-  • Oswego County Workforce New York

Please call or see the front desk attendant for more information.

→ Local employers need YOU to help fill job openings in the following occupations: Transportation, Health Care, & Manufacturing/Trades
If you’re interested in training or a scholarship, see your caseworker or call Mary at (315) 591-9026 or email her at mary.ferry@oswegocounty.com

Oswego County Workforce New York is an equal opportunity employer/program.
Auxiliary aids are available upon request to individuals with disabilities.