

Volume 22, Issue 8

August 2022

## Inside this issue:

Metrix Learning System

Don't Overwork Yourself in  
the Pursuit of Success

Advance Your Career in Every  
Meeting

Five Traits of Successful Team  
Players

Workshop Calendar

Workshop Descriptions

Did You Know...



## SPECIAL POINTS OF INTEREST:

- \* *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- \* *Many workshops are available to assist you with your job search.*
- \* *Our staff are ready to help you!*



## Metrix Learning System

Are you looking to increase your skills but don't have the time or money for traditional school? The Metrix Learning System may be just what you're looking for! This on-line, completely web-based program is a flexible and convenient way for you to learn new skills from the privacy of your own home. Best of all, it's available 24/7 and FREE for OCWNY customers.\* Coursework is offered by industry leaders Amatrol, Skillsoft, MedCom and ProveIt.

- **Amatrol** – More than 700 courses specifically designed for learning manufacturing and production skills such as safety, machine operation, quality control, hydraulics, blueprints, and equipment assembly.
- **MedCom** – Over 1,000 medical courses on patient care including topics such as bloodborne safety, physical assessments, HIPAA, admissions, procedures, patient safety and confidentiality.
- **Skillsoft** – Over 6,000 courses in a wide variety of subjects including accounting, business, computers, IT, job search, retail, customer service, management, sales, transportation and logistics, and many more!
- Additionally, the system includes **Prove It** skills assessments to verify the skills you already have!



You will **earn a certificate** for each course you satisfactorily complete! You can also add them to your resume to show potential employers that you are keeping your skills up-to-date. Some topics even provide coursework which can lead to industry recognized *certifications* in fields such as human resources, computer technologies, project management, and others.

As an extra convenience, many of these courses are “mobile ready” which means you can access them from most internet accessible tablets or smartphones!

To sign up for an orientation, call us at 315-591-9000 or ask any staff member to sign you up!

\*Accounts are free for any active customer who is currently unemployed or underemployed (working and earning less than \$28 per hour).



200 NORTH SECOND STREET  
FULTON, NY 13069  
www.ocwny.org  
ocwny@oswegocounty.com



PHONE 315-591-9000  
TTY 315-591-9247  
FAX 315-591-9009  
FAX 315-591-9024

## Advance Your Career in Every Meeting

### Don't Overwork Yourself in the Pursuit of Success

Working hard is important in any career, but overwork can stall it. Exhaustion leads to illness, lower productivity, and burnout. You may think you have to work 80 hours a week, but before you collapse, analyze your load to determine whether you need to cut back:

- **Look at your coworkers.** If they're achieving the same results while logging fewer hours, you probably need to work smarter. Consider stepping off the treadmill long enough to get some mentoring, coaching, or training assistance before you burn out.
- **Listen to how others describe you.** If colleagues, supervisors, and direct reports reliably refer to you as "hardworking," "dedicated," and/or "committed" before listing attributes such as "visionary" and "innovative," you might be focusing more on quantity of work than quality.
- **Check your reserves.** If you're working at or near full capacity every day and return home with no energy left, you're stretching yourself too thin. Not only do you risk sinking under the burden, but you won't have enough time to take advantage of the next great work challenge that comes your way.

Meetings are a fact of life for every employee. Instead of just enduring them, learn to use meetings to your advantage. Follow these tips to make an impact:

- **Be prepared.** Study the agenda or talk to the meeting leader to find out what you'll be discussing. Spend time getting up to speed so you can anticipate where the discussion will lead, and get some ideas of your own ready to present.
- **Keep things simple.** Don't try to impress people with your vocabulary, nor risk getting tangled up in long-winded sentences. Make your points quickly and succinctly, backing them up with evidence as necessary. Everyone will appreciate your efforts to keep the meeting moving forward.

- **Ask questions.** Look for opportunities to ask pertinent questions that demonstrate your expertise: "Have you considered this approach?" Don't overdo it, though. You don't want to be seen as a pest who can't stay quiet.

- **Collaborate.** Don't obsess about your own ideas. Listen to what other people have to say and build on their thoughts. Acknowledge that you're leapfrogging off someone else's contribution so no one thinks you're trying to hog the spotlight or steal the credit.

- **Volunteer.** Be willing to implement the ideas and solutions that come out of the meeting, even if they're not your own. You'll get a reputation as someone people can depend on to get things done.



## Five Traits of Successful Team Players

Whether you're forming self-directed work team or leading a group that just needs to collaborate effectively, you have to recruit the right people. Keep your eyes open for these abilities and traits:

- **Willingness to contribute.** Is the person ready to put the team's goals first? This doesn't mean ignoring personal goals, but it does mean that team members must put their primary energy into contributing to the team so they can share in its success.
- **Acceptance of roles.** People on a team have specific jobs, tasks, and roles. Though they should stretch themselves, they won't be effective or helpful if they insist on going outside the boundaries of what the team wants from them.

- **Eagerness to assist.** On a team, no one can say, "That's not my job." Look for people with a track record of pitching in to help wherever they're needed.

- **Identification with the group.** Effective team members take pride in their association with the group. Find out what other teams, task forces, and committees a potential team member has worked on. How does he or she describe the experience?

- **Responsible attitude.** Everyone's eager to share credit. Is your team made up of people willing to accept responsibility for failure? Look for people who can be honest about their mistakes and willing to learn from experience.



## Oswego County Workforce New York Workshop Schedule



Mon	Tue	Wed	Thu	Fri
1 9:30-10:30 Effective Resume	2	3 9:00-4:00 Word	4 1:30-3:30 Intro to Computers	5
8	9	10 9:00-4:00 Excel	11	12 9:00-10:00 Social Media
15 10:00-11:00 Effective Interviewing	16	17 9:00-4:00 QuickBooks 10:30-11:30 Metrix	18 1:00-3:00 Internet Job Search	19
22	23	24 1:00-4:00 Oswego Health Hiring Event	25	26
29	30	31 2:00-3:00 Effective Resume		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.

**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 2020**-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.

**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 June 2022 was **4.0%**? This was an increase from the May 2022 rate of **3.7%**.

**Did you know...**that we are on LinkedIn? To view job postings and other information go to [www.linkedin.com](http://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](http://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](http://www.facebook.com) and search for Oswego County Workforce New York.

**Did you know...**that we are on Instagram? To view hiring events and other information go to [www.facebook.com](http://www.facebook.com) and search for [ocwny13069](https://www.instagram.com/ocwny13069).

**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.

**Did you know...**that you should prepare for an interview by researching the company? By doing some research ahead of time, you’ll be better prepared and able to ask questions about the company.

### Partner Agencies/Websites

**Oswego County Opportunities**  
[www.oco.org](http://www.oco.org)

**Oswego County BOCES**  
[www.citiboces.org](http://www.citiboces.org)

**Cayuga Community College**  
[www.cayuga-cc.edu](http://www.cayuga-cc.edu)

---

**[www.indeed.com](http://www.indeed.com)**

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



***We are planning to have another Fall Job Fair in late September 2022. Stay tuned for date, location and more details!***

### 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
- 
- 
    - [ocwny13069](https://www.instagram.com/ocwny13069)

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 Rachael at (315) 591-9014 or at [rachael.shelanskey@oswegocounty.com](mailto:rachael.shelanskey@oswegocounty.com)

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