

The UHLS 2018 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)
- **Cypress Resume:** Free online resume builder available at all library locations, and accessible remotely with a valid UHLS library card

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.



Marsha Lazarus, MBA
Your Career Fit Matters

Marsha Lazarus brings a wealth of career readiness and workplace training experience. She is especially proud of her ability to assist individuals to more fully recognize their strengths and find positions that match these qualities/values. She also has an excellent track record of connecting job seekers who have stayed engaged in the job-seeking process to well-matched job opportunities. She recently left her position as the Director of Workforce Development with the Mental Health Association in N.Y.S. (MHANYS) to devote herself full-time to career coaching and training through her organization, "Your Career Fit Matters."



Workshops by Dr. Tom Denham

Length: 75 minutes

Requirements: Minimum 5 Participants Registered; Needs projector and screen

Days available: Wednesday evenings: March, April, May

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to http://www.uhls.org/adult_services.asp and complete the form.

NEW: Personal and Professional Goal Setting That Works

Are you at a point where you need to set some goals? Without goals we tend to drift through life. Maybe you already have some goals and need some help with an implementation plan. At this very hands-on and interactive program, you will walk away with a concrete action plan that will work for you. In this high energy workshop, Dr. Tom Denham will share his secrets to setting and achieving goals and deliver an entertaining and enlivening program that will change the way you think about your life. Whether your goals are lofty or more basic, this seminar will help you organize and execute around core priorities. Get ready to be refocused and be jump-started. Isn't now the time?

NEW: Changing Careers: Pros, Cons, Myths and Realities

Changing careers is one of the most difficult challenges in adulthood. You spend more time at work than in any other aspect of your life including your family and sleep. Are you doing the work that you were meant to do? Are you in a job that is the full expression of you? The good news is that changing careers is not only acceptable, it may keep you more marketable by further developing your skills sets. In this high energy session, Dr. Tom Denham will share his knowledge about how to rebrand your career.

NEW: 50+ Retirement Re-imagined

Are you 50+? Whether you're already retired, about to make the move, or just checking out the possibility, this highly interactive workshop can help with the process by exploring these topics: What retirement means to you; the 9 reasons to retire; key retirement questions. We'll also start to clearly identify values, interests, personality traits, and skills; set your work/life experience and age as an asset for future endeavors; and create an action plan.

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.

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.



Workshops by Sarah McFadden

Length: 90 minutes

Requirements: Needs screen; will bring her own projector.

Days available: March: Monday and Tuesday evenings. April/May: Tuesday, Wednesday, Thursday evenings.

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to http://www.uhls.org/adult_services.asp and complete the form.

NEW: Browse, Buy & Sell with eBay

Get started buying and selling on eBay. Learn how to make and manage an account, list items for sale, and place your own bids on all kinds of items.

NEW: Create Documents in Google Drive

Google Drive is a great way to store your documents and share them with others. It's also a great substitute for Microsoft Word, and it's free with a Gmail account. Get started with the basics of creating, sharing, and exporting documents, and learn about the ins and outs of cloud storage.

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.

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.



Workshops by Marsha Lazarus

Length: 90 minute workshops; 60-180 minute resume critiquing sessions (1/2 hour slots)

Requirements: Needs Internet access, projector and screen (if you do not have a PC/laptop for your projector, let her know)

Days available: Monday evenings: Mar 26-May 21. Tuesday/Wednesday 10am-4pm: Mar 20-May 30.
Wednesday evenings: April 4, 11; May 2, 9, 30. Thursday evenings: April 5, 19, 26; May 10, 24, 31.

To request a workshop, contact deanna.dicarlo@uhls.lib.ny.us or go to http://www.uhls.org/adult_services.asp and complete the form.

NEW: Feeling Stuck in a Dead-End Job (90 Minutes)

Tired of what feels like a dead-end job, but not sure where to go next or how to get there? This workshop will guide people through the process of clarifying their “next-step” goals and the steps needed to reach these goals. Participants will not only leave with valuable information, but also with added determination and confidence!

NEW: Network to that Right Job Fit: How do I do it and why is it so important? (90 Minutes)

This is a workshop on face-to-face networking, a topic that is daunting for many job seekers. However, meeting and building relationships with people who work in your field(s) of interest can truly expand opportunities. In this workshop, you will leave with tips on how to initiate a conversation, how to make the most of a “networking” conversation and much more!

NEW: Beyond Being Hired! Making your work experience a positive one! (90 Minutes)

You are new to the workplace and beginning to experience challenges on-the-job. To whom can you turn with your questions? How do you build a support network on-the-job? Can any employee request a reasonable accommodation? What can we do to make our on-the-job experience a positive one?

NEW: One-on-one Resume-critiquing Sessions (Up to 3 hours; patrons sign up for 30-minute slots.)