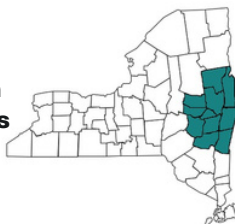


# Greater Capital Region Career Centers

## January 2026 Virtual Workshops

|               | Monday  | Tuesday   | Wednesday  | Thursday  | Friday   |
|---------------|---|---|--|---|--|
| 1<br>-<br>2   |   |   |  |   |  |
| 5<br>-<br>9   |   |   | 10am Resume Development<br><a href="http://bit.ly/GCR2Resumes">bit.ly/GCR2Resumes</a>  | 10:30am Resume Development<br><a href="http://bit.ly/SJTAResDev">bit.ly/SJTAResDev</a><br>11am Essential Skills<br><a href="http://bit.ly/GCREssSkills">bit.ly/GCREssSkills</a>   | 11am Transferable Skills<br><a href="http://bit.ly/GCR2Skills">bit.ly/GCR2Skills</a> |
| 12<br>-<br>16 | 10am Broadview Financial Well-Being<br><a href="http://bit.ly/BroadviewJan2026">bit.ly/BroadviewJan2026</a> | 10:30am Interview Preparation<br><a href="http://bit.ly/GCRIntPrep">bit.ly/GCRIntPrep</a>   | 10am Goal Setting<br><a href="http://bit.ly/GCR2GoalSetting">bit.ly/GCR2GoalSetting</a><br>10:30am Civil Service<br><a href="http://bit.ly/SJTACivServ">bit.ly/SJTACivServ</a> | 11am Completing Job Apps.<br><a href="http://bit.ly/GCR2JobApps">bit.ly/GCR2JobApps</a><br>1:30pm Transferable Skills<br><a href="http://bit.ly/SJTASkills">bit.ly/SJTASkills</a> | 10:30am Networking<br><a href="http://bit.ly/GCRNetworking">bit.ly/GCRNetworking</a> |
| 19<br>-<br>23 |   | 10:30am Completing Job Applications<br><a href="http://bit.ly/SJTASocMed">bit.ly/SJTASocMed</a>   |  | 1:30pm Social Media<br><a href="http://bit.ly/SJTASocMed">bit.ly/SJTASocMed</a>   |  |
| 26<br>-<br>30 |   | 11am Overcoming Barriers<br><a href="http://bit.ly/GCR2Barriers">bit.ly/GCR2Barriers</a><br>1:30pm Goal Setting<br><a href="http://bit.ly/SJTAGoals">bit.ly/SJTAGoals</a> | 10:30am Networking<br><a href="http://bit.ly/SJTANetwork">bit.ly/SJTANetwork</a>   |   |  |

Presented by  
the Greater  
Capital Region  
Career Centers



**SCHENECTADY COUNTY**  
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Rensselaer County  
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**Saratoga County**  
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**Columbia-Greene**  
WORKFORCE NY  
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## Resume Development

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. \*Please bring a rough draft of your resume\*

*Jan 7th at 10am: Facilitated by Rensselaer and Columbia-Greene - [bit.ly/GCR2Resumes](https://bit.ly/GCR2Resumes)  
Jan 8th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTAResDev](https://bit.ly/SJTAResDev)*



## Essential Skills for Success in Any Workplace

Join this engaging workshop to learn about the skills that are most valued by business leaders, yet are under developed in employees. Learn why these skills are critically important, how to develop them, and the influence of AI.

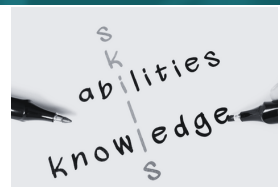
*Jan 8th at 11am: Facilitated by Albany - [bit.ly/GCREssSkills](https://bit.ly/GCREssSkills)*



## Transferable Skills

Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

*Jan 9th at 11am: Facilitated by Warren and Washington - [bit.ly/GCR2Skills](https://bit.ly/GCR2Skills)  
Jan 15th at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTASkills](https://bit.ly/SJTASkills)*



## Broadview Financial Well-Being

Your budget is a key that opens doors, guiding you to your money goals. Get ready to take control of your finances and your future! Find out how to: • Organize what you make, spend, and save • Set goals to save up, spend down, look ahead • Harness the power of mindful spending • Identify budget tactics that work best for you.

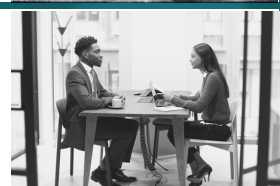
*Jan 12th at 10am: Facilitated by Broadview/Schenectady - [bit.ly/BroadviewJan2026](https://bit.ly/BroadviewJan2026)*



## Interview Preparation

A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

*Jan 13th at 10:30am: Facilitated by Schenectady - [bit.ly/GCRIntPrep](https://bit.ly/GCRIntPrep)*



## Goal Setting

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

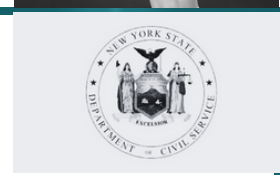
*Jan 14th at 10am: Facilitated by Washington and Albany - [bit.ly/GCR2GoalSetting](https://bit.ly/GCR2GoalSetting)  
Jan 27th at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTAGoals](https://bit.ly/SJTAGoals)*



## Civil Service

The Civil Service Workshop is offered in conjunction with NYS DOL and reviews how to access opportunities, position terminology, exams and test preparation, special considerations and support, a timeline of the hiring process, the Rule of 3, preparing for an interview and the benefits of government employment.

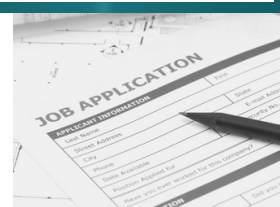
*Jan 14th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTACivServ](https://bit.ly/SJTACivServ)*



## Completing Job Applications

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

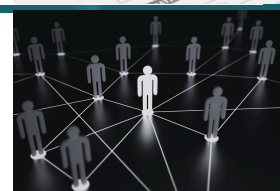
*Jan 15th at 11am: Facilitated by Warren and Washington - [bit.ly/GCR2JobApps](https://bit.ly/GCR2JobApps)  
Jan 20th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTASJTJobApp](https://bit.ly/SJTASJTJobApp)*



## Networking

Beyond Job Searches: Networking is your strategic tool for cultivating lasting relationships, fostering professional growth, and unlocking opportunities. It's more than finding jobs; it's a pivotal force propelling higher salaries and career advancement. Networking is the workout regimen your career muscle craves. Join us for an approachable journey to networking.

*Jan 16th at 10:30am: Facilitated by Albany and Warren - [bit.ly/GCRNetworking](https://bit.ly/GCRNetworking)  
Jan 28th at 10:30am: Facilitated by Schenectady - [bit.ly/SJTANetwork](https://bit.ly/SJTANetwork)*



## Social Media

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

*Jan 22nd at 1:30pm: Facilitated by Schenectady - [bit.ly/SJTASocMed](https://bit.ly/SJTASocMed)*



## Overcoming Barriers

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

*Jan 27th at 11am: Facilitated by Fulton-Montgomery-Schoharie - [bit.ly/GCR2Barriers](https://bit.ly/GCR2Barriers)*

