

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b><u>SCHEDULED ROOMS FOR WORKSHOPS</u></b>            * Boston Room            ** Minuteman Room            *** Dartmouth Room</p> <p>Any workshop without an asterisk will be presented in the Amherst Room</p>			<p>1  <b>Massasoit Navigator</b>            9am-10am   <b>Massasoit Info Session***</b> 10:00am   <b>Career Center Seminar*</b> 2pm-4pm</p>	<p>2   <b>Career Center Seminar*</b>            10am-12pm</p>
<p>5   <b>Intro to Computers</b>            2pm – 4pm</p>	<p>6   <b>Intro to Excel</b>            1pm-2:30pm</p>	<p>7  <b>Career Center Seminar*</b>            10am-12pm   <b>Resume Building I</b>            1-3pm</p>	<p>8  <b>Massasoit Navigator</b>            9am-12pm   <b>Intro to Mass Rehab Commission ***</b>10am   <b>Career Center Seminar*</b>            2pm-4pm</p>	<p>9   <b>Career Center Seminar*</b>            10am-12pm</p>
<p>12</p>	<p>13   <b>Creating Dynamic Resumes and Cover Letters*</b> 9:30am – 11:30am   <b>MS Excel Level 2</b>            1pm-2:30pm</p>	<p>14  <b>Career Center Seminar*</b>            10am-12pm   <b>Resume Building II</b>            1-3pm   <b>Small Buisness Seminar*</b>            2pm</p>	<p>15  <b>Massasoit Navigator</b>            9am-12pm   <b>How to get your HS diploma/HiSet</b> 1pm   <b>Career Center Seminar*</b>            2pm-4pm</p>	<p>16   <b>Career Center Seminar*</b>            10am-12pm</p>
<p>19   <b>Intro to Computers</b>            2pm – 4pm</p>	<p>20   <b>Job Fair at the Brockton Rox</b>            1pm - 3pm</p>	<p>21  <b>Create Your own Personal Employment Plan using TORQ</b> 9am-11am   <b>Career Center Seminar*</b>            10am-12pm   <b>College Planning Individual Counseling</b>            1-3pm</p>	<p>22  <b>Massasoit Navigator</b>            9am-12pm   <b>Resume Critique</b>            10am – 12pm   <b>Career Center Seminar*</b>            2pm-4pm</p>	<p>23   <b>Career Center Seminar*</b>            10am-12pm</p>
<p>26</p>	<p>27   <b>Strategies for Successful Interviewing*</b>            9:30am-11:30am</p>	<p>28  <b>Career Center Seminar*</b>            10am-12pm</p>	<p>29  <b>Massasoit Navigator</b>            9am – 12pm   <b>Career Center Seminar*</b>            2pm-4pm</p>	<p>30   <b>Career Center Seminar*</b>            10am-12pm</p>

# WORKSHOP DETAILS

**Brockton Neighborhood Health Center:** A representative from Brockton Neighborhood Health will be at CareerWorks Tues, Wed & Thursday 1:00 pm-4:00 pm help people apply for MassHealth Insurance.

**Career Center Seminar:** Mandatory for all individuals. This seminar includes an overview of the resources & services available. Wednesdays & Fridays, 10am-12pm & Thursdays, 2pm-4pm

**College Planning Individual Counseling:** Find out about college and other post-secondary programs and funding options. Learn about resources and information available to you. Set up an appointment with an Education Advisor for a one on one counseling session. Offered by American Student Assistance College Planning Center Individual Appointments. Wednesday, 21<sup>st</sup>, 1pm-3pm

**Create Your own Personal Employment Plan using TORQ:** will assist job seekers find new jobs or training programs based on the knowledge, skills, and abilities they acquired in previous jobs using TORQ. MUST be computer literate. Wed, 21<sup>st</sup>, 9-11am

**Creating Dynamic Resumes & Cover Letters:** A presentation of the fundamentals of resume writing, including resume components and guidelines. Learn how to write cover letters and thank you letters. Tuesday, 13<sup>th</sup>, 9:30am-11:30am

**DTA:** Are you on TAFDC benefits through DTA? Are you currently job searching? A full engagement worker will be available at CareerWorks on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday each month in the Resource Room.; 9am-11am

**How to get your HS diploma/HiSet:** Want to get your HS diploma or HiSet? Come learn resources to help you. Thursday, 15<sup>th</sup>; 1:00pm

**Introduction to Computers:** Learn the computer basics you need to compete in today's computer-driven workplace. This workshop is designed for those with little or no computer knowledge. You will learn the basic components of a computer, how to effectively use a mouse, navigate in Windows and work with desktop icons. Monday, 5<sup>th</sup> & 19<sup>th</sup>, 2pm-4pm.

**Introduction to Microsoft Excel:** This workshop is designed for those with little or no knowledge of Microsoft Excel. In this workshop, you will get a hands-on overview of the primary features of the Microsoft Excel application to be able to perform basic tasks.

**Prerequisite:** Must have basic knowledge of MS Word. Tuesday, 6<sup>th</sup>, 1pm-2:30pm

**Introduction to Massachusetts Rehabilitation Commission (MRC):** Are you a job seeker with a disability? A Vocational Rehabilitation Counselor for the MRC will conduct an information session. This session will outline services offered and the eligibility requirements through MRC. Learn if you would benefit from MRC services, the eligibility requirements and how to go about applying for services. Thursday, 8<sup>th</sup>, 10am

**Massasoit Community College Info Session:** A MCC Admissions Rep will be conducting an Info Session on Certificate and Degree Program available at MCC and answering any questions that you may have regarding the Admissions Process. Thursday, 1<sup>st</sup>, 10am

**Massasoit Navigator:** Provide direct services through academic and career coaching, college transition services, and referral services to One-Stop Career Center customers pursuing post-secondary education at the community college, in order to support them in attaining post-secondary credentials. Offered by Massasoit Community College; individual appointments scheduled Thursdays, 9am-Noon.

**MS Excel 2013 Level 2:** In this intermediate workshop you will learn more advanced features of Excel including formulas, advanced formatting options, and linking worksheets. Intro to Excel workshop or prior experience with Excel required to take this workshop. Tuesday, 13<sup>th</sup>, 1pm-2:30pm

**Resume Building 1 & Resume Building 2:** Build your own resume using WinWay and MS Word. Learn techniques to target your resume in today's market. Must have basic computer skills, a USB and an active email. Also must complete both sessions. Part 1 Wednesday, 7<sup>th</sup> 1pm-3pm; Part 2 Wednesday, 14<sup>th</sup>, 1pm-3pm.

**Resume Critique:** Bring in a hard copy of your current resume and have your resume critiqued by our Professional Staff who will provide suggestions and tips on ways to improve your resume. **Requirements:** Must have a hard copy of your resume OR an electronic copy (flashdrive, email, etc.). Thursday, 22<sup>nd</sup>, 10am-Noon

**Starting a Small Business:** Will provide information on the various Small Business Administration programs and services available for start-up and existing businesses. Learn how the SBA can assist in starting or growing your business. Wednesday, 14<sup>th</sup> 2pm-4pm

**Strategies for Successful Interviewing:** Learn skills to enhance your interviewing effectiveness. This workshop will cover the various types of interviews, the stages of the interviewing process and what you should do at each stage, and gain valuable tips on the do's and don'ts of interviewing. Tuesday, 27<sup>th</sup>, 9:30am-11:30am

**Workshops start promptly. Latecomers will be asked to reschedule.**