

# October 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Career Center Seminar* 2pm-4pm	4 Career Center Seminar* 10am-12pm	5 Career Center Seminar* 10am-12pm	6
9 <b>CareerWorks Closed</b>	10 Career Center Seminar* 2pm-4pm	11 Career Center Seminar* 10am-12pm  Resume Critique 1pm-3pm	12 Career Center Seminar* 10am-12pm	13 Resume Building I 1-3pm
16	17 Creating Dynamic Resumes and Cover Letters* 9:30am – 11:30am  Career Center Seminar* 2pm-4pm	18 Career Center Seminar* 10am-12pm  College Planning Individual Counseling 1-3pm	19 Career Center Seminar* 10am-12pm  Massasoit Info Session*** 10:30am  How to get your HS diploma/HiSet 1pm	20
23 Intro to Computers 2pm – 4pm	24 Career Center Seminar* 2pm-4pm  Intro to Excel 1pm-2:30pm	25 Career Center Seminar* 10am-12pm	26 Career Center Seminar* 10am-12pm  Resume Critique 1pm-3pm	27 Resume Building II 1-3pm
30 Create Your own Personal Employment Plan using TORQ 9:30-11:30am	31 MS Excel Level 2 1pm-3pm Strategies for Successful Interviewing* 9:30am-11:30am  Career Center Seminar* 2pm-4pm	<p><b>CareerWorks Regional Career Fair, Thursday, 10/19 at Lombardo's in Randolph 1:00-4:00pm.</b></p> <p><b>This is your chance to meet face to face with companies who are hiring. Pick up your quick registration form at the front desk.</b></p>		

CareerWorks • 34 School Street • Brockton, MA 02301 • (508) 513-3400 • [www.careerworks.org](http://www.careerworks.org)

Workshop descriptions can be found on other side. Some workshops require a prerequisite. Must sign up for workshops in advance.

# 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. Tuesdays, 2pm-4pm & Wednesdays & Thursdays, 10am-12pm

**Career Search Tips:** Join us for a Resume and Interview Skills workshop. Attendees will gain skills to compose a comprehensive, professional resume and will learn helpful tips for the interview process. Attend this workshop to learn useful techniques for your job search that will make the process much less nerve-wracking! Presented by Rockland Trust, Next workshop, November 17<sup>th</sup>.

**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, 18<sup>th</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. Monday, 30<sup>th</sup> 9:30am

**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, 17<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, 19<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, 23<sup>rd</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, 24<sup>th</sup>, 1pm-2:30pm

**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, 19<sup>th</sup>, 10:30am

**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, 31<sup>st</sup>, 1pm-3pm

**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 Friday, 13<sup>th</sup> 1pm-3pm; Part 2 Friday, 27<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.). Wednesday, 11<sup>th</sup> 1:00pm- 3:00pm & Thursday, 26<sup>th</sup>, 1:00pm – 3:00pm

**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. November 15<sup>th</sup>, 2pm

**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, 31<sup>st</sup>, 9:30am-11:30am

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