

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Career Center Seminar* 10am-12pm	2 Career Search Tips* 9:30-11:30am
5	6 Creating Dynamic Resumes and Cover Letters* 9:30 – 11:30am Career Center Seminar* 2:00-4:00pm	7 Career Center Seminar* 10am-12pm	8 Career Center Seminar* 10am-12pm Resume Doctor 1:00-3:00pm (20 min appts.)	9
12 Intro to Computers 2pm – 4pm	13 Strategies for Successful Interviewing* 9:30am–11:30am Career Center Seminar* 2:00- 4:00pm Intro to Excel 1:00-3:00pm	14 Career Center Seminar* 10am-12pm	15 Career Center Seminar* 10am-12pm Massasoit Info Session*** 10:30am	16
19 CareerWorks Closed	20 Career Center Seminar* 2:00- 4:00pm	21 Career Center Seminar* 10am-12pm College Planning Individual Counseling 1-3pm	22 Career Center Seminar* 10am-12pm Resume Doctor 1 -3pm (20 min appts.) How to get your HS diploma/HiSet 1pm	23 LinkedIn Basics 2:00 - 4:00pm
26	27 Budget & Credit Workshop* 10 -11:30am MS Excel Level 2 1pm-3pm Career Center Seminar* 2pm-4pm	28 Create Your own Personal Employment Plan using TORQ 1:00pm- 2:00pm Career Center Seminar* 10am-12pm	<p><u>SCHEDULED ROOMS FOR WORKSHOPS</u></p> <ul style="list-style-type: none"> * Boston Room ** Minuteman Room *** Dartmouth Room <p>Any workshop without an asterisk will be presented in the Amherst Room.</p>	

CareerWorks · 34 School Street · Brockton, MA 02301 · (508) 513-3400 · 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.

Budget & Credit Workshop: Learn how to establish a practical budget towards achieving financial security. Determine what your expenses are, and where your money is being spent. Learn about your credit report, how to get the errors corrected and learn about “credit repair” scams, which can come at a high cost. Presented by ACCS, Tuesday, 27th 10am-11:30am

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. Friday, 2nd, 9:30am-11:30am.

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, 21st, 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. Wednesday, 28th, 1:00 pm

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, 6th, 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 (call for details).

How to get your HS diploma/HiSet: Want to get your HS diploma or HiSet? Come learn resources to help you. Thursday, 22nd, 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, 12th, 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, 13th, 1pm-3pm

LinkedIn Basics: Use LinkedIn Jobs to harness the power of your network and get hired. LinkedIn Jobs surfaces insights such as whom you know at a company, providing you an edge in your job search. Monday, 23rd, 2pm – 4pm

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, 15th 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, 27th, 1pm-3pm

Resume Doctor: *(MUST bring resume saved on USB)*

Workshop designed for job seekers with written resumes who want a second opinion or tips on how to improve it. Staff will meet with you for 20 minutes and work on your resume one on one. Thursday, 8th & 22nd; 20 minute appointments, scheduled 1pm-3pm

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, March 21st 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, 13th, 9:30am-11:30am