

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	<b>Career Center Seminar*</b> 2:00-4:00pm  <b>Creating Dynamic Resumes and Cover Letters*</b> 9:30 – 11:30am  <b>Intro to Excel</b> 1:00-3:00pm	4 <b>Career Center Seminar*</b> 10am-12pm	5 <b>Career Center Seminar*</b> 10am-12pm  <b>Massasoit Info Session***</b> 10:30am	6
9	10 <b>Strategies for Successful Interviewing*</b> 9:30am-11:30am  <b>MS Excel Level 2</b> 1pm-3pm  <b>Career Center Seminar*</b> 2:00-4:00pm	11 <b>Career Center Seminar*</b> 10am-12pm  <b>LinkedIn Basics</b> 1pm-2pm	12 <b>Career Center Seminar*</b> 10am-12pm  <b>How to get your HS diploma/HiSet</b> 1pm  <b>Resume Doctor</b> 1:00-3:00pm (40 min appts.)	13 <b>CareerWorks closing at 1:30pm</b>
16 <b>Holiday CareerWorks Closed</b>	17 <b>Career Center Seminar*</b> 2:00- 4:00pm	18 <b>Career Center Seminar*</b> 10am-12pm  <b>Higher Education Information Session</b> 1:00 – 3:00pm	19 <b>Career Center Seminar*</b> 10am-12pm  <b>Massasoit Info Session***</b> 10:30am	20
23 <b>Create Your own Personal Employment Plan using TORQ</b> 9:00am- 11:00am  <b>Intro to Computers</b> 2pm – 4pm	24 <b>Budget &amp; Credit Workshop*</b> 10 -11:30am  <b>Career Center Seminar*</b> 2:00- 4:00pm	25 <b>Career Center Seminar*</b> 10am-12pm	26 <b>Career Center Seminar*</b> 10am-12pm  <b>Resume Doctor</b> 1 -3pm (40 min appts.)	27
30	<b><u>SCHEDULED ROOMS FOR WORKSHOPS</u></b> * Boston Room ** Minuteman Room *** Dartmouth Room  Any workshop without an asterisk will be presented in the Amherst Room.			

# 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.

**Career Center Seminar:** Mandatory for all individuals. This seminar includes an overview of the resources & services available.

**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.

**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.

**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.

**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).

**Higher Education Information Session:** Learn about the career/technical education and college planning process, including understanding financial aid, choosing a major, filling out applications, and becoming financially literate. Group session offered by the American Student Assistance College Planning Center.

**How to get your HS diploma/HiSet:** Want to get your HS diploma or HiSet? Come learn resources to help you.

**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.

**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.

**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.

**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.

**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.

**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 40 minutes and work on your resume one on one.

**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. Next workshop May 16<sup>th</sup>.

**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.