

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5 <b>Intro to Excel</b> 1:00-3:00pm <b>Career Center Seminar*</b> 2:00-4:00pm	6 <b>Career Center Seminar*</b> 10am-12pm <b>LinkedIn Basics</b> 9am-11am	7 <b>Career Center Seminar*</b> 10am-12pm <b>Massasoit Info Session***</b> 10:30am	8
11	12 <b>Creating Dynamic Resumes and Cover Letters*</b> 9:30 – 11:30am <b>MS Excel Level 2</b> 1pm-3pm <b>Career Center Seminar*</b> 2:00- 4:00pm	13 <b>Career Center Seminar*</b> 10am-12pm	14 <b>Career Center Seminar*</b> 10am-12pm <b>Massasoit Info Session***</b> 10:30am	15
18 <b>Intro to Computers</b> 2pm – 4pm	19 <b>Strategies for Successful Interviewing*</b> 9:30am-11:30am <b>Career Center Seminar*</b> 2:00- 4:00pm <b>Job Fair at the Brockton Rox</b> <b>2-4pm</b>	20 <b>Higher Education Information Session</b> 1:00 – 3:00pm <b>Career Center Seminar*</b> 10am-12pm	21 <b>Career Center Seminar*</b> 10am-12pm <b>How to get your HS diploma/HiSet</b> 1pm	22
25	26 <b>Budget &amp; Credit Workshop*</b> 10 -11:30am <b>MS Excel Level 3</b> 1pm-3pm <b>Career Center Seminar*</b> 2:00- 4:00pm	27 <b>Career Center Seminar*</b> 10am-12pm	28 <b>Career Center Seminar*</b> 10am-12pm	29

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.

**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.

**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.

**MS Excel 2013 Level 3:** This workshop will focus on more advanced but practical features of Excel geared towards increasing productivity. **Required:** Excel 2 or strong abilities in Excel including being very comfortable with formulas.

**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 July 18<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.