

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 Career Center Seminar* 10am-12pm	3 Massasoit Navigator 9am-12pm Career Center Seminar* 2pm-4pm	4 Career Center Seminar* 10am-12pm
7	8 Creating Dynamic Resumes and Cover Letters* 9:30am – 11:30am	9 Career Center Seminar* 10am-12pm Resume Building I 1-3pm	10 Massasoit Navigator 9am-12pm Intro to Mass Rehab Commission *** 10am Career Center Seminar* 2pm-4pm	11 Career Center Seminar* 10am-12pm
14	15	16 Career Center Seminar* 10am-12pm Resume Building II 1-3pm College Planning Individual Counseling 1-3pm	17 Massasoit Navigator 9am-10am Massasoit Info Session*** 10:00am Resume Critique 10am – 12pm How to get your HS diploma/HiSet 1pm Career Center Seminar* 2pm-4pm	18 Career Center Seminar* 10am-12pm
21 Intro to Computers 2pm – 4pm	22 Strategies for Successful Interviewing* 9:30am–11:30am Intro to Excel 1pm-2:30pm	23 Career Center Seminar* 10am-12pm	24 Massasoit Navigator 9am-12pm Career Center Seminar* 2pm-4pm	25 Career Center Seminar* 10am-12pm
28	29 MS Excel Level 2 1pm-2:30pm	30 Career Center Seminar* 10am-12pm	31 Massasoit Navigator 9am-12pm Career Center Seminar* 2pm-4pm	

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.

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, 16th 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. Will resume in Sept.

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, 8th, 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 2nd & 4th 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, 17th; 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, 21st, 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, 22nd, 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, 10th, 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, 17th, 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, 29th, 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, 9th 1pm-3pm; Part 2 Wednesday, 16th, 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, 18th, 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. Next workshop September 20

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, 22nd, 9:30am-11:30am

Workshops start promptly. Latecomers will be asked to reschedule.