



December 2019

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
2 CCS 1:00pm	3 CCS 9:00am Job Corps Overview 1:00pm	4 CCS 9:00am	5 TABE 9:15am MA Rehab Overview 10:00am	6 Career Ready 9:00am Understanding Credit 10:30am	<p>www.MassHireNorthCentralcc.com M, T, W, F: 8:00am - 4:00pm Thursday: 9:00am - 4:00pm CLOSED SATURDAY & SUNDAY 100 Erdman Way, Leominster, MA Phone: (978) 534-1481</p> <p>How can I get started at MassHire? Attend a Career Center Seminar (CCS)</p> <p>Attend a workshop to learn skills that help you take the next steps in your career. Ask a Career Center staff person how to register. See the other side of this page for a guide to the appropriate MassHire workshops for you.</p> <p>Workshop Attendance Policy Workshops are closed 10 minutes after the scheduled start. Entry to a workshop 10 minutes after the start is not permissible.</p> <p>If you cannot attend a workshop, notify MassHire at least 24 hours prior to the start of the workshop.</p> <p>CCS – Career Center Seminar TABE – Test of Adult Basic Education</p>
9 Resume Basics 10:00am CCS 1:00pm	10 CCS 9:00am	11 CCS 9:00am Interviewing With Confidence 1:00pm	12 REMAKE 4.0 Overview 1:30pm	13 Intro to LinkedIn 1:30pm	
16 CCS 1:00pm	17 CCS 9:00am Job Corps Overview 1:00pm Stretch Your Dollar 2:00pm	18 CCS 9:00am Using Age to Your Advantage 1:00pm	19 TABE 9:15am	20 Career Ready 9:00am	
23 CCS 1:00pm	24 CCS 9:00am	25 CLOSED	26	27	
30 CCS 1:00pm	31 CCS 9:00am	Jan 1 CLOSED			

JOB FAIRS & EVENTS

Understanding Credit

December 6th, review important concepts of credit including: value of credit, what information creates a credit score and best strategy for paying down credit card debit.

REMAKE 4.0 Overview

December 12th, come hear how to enroll in training to earn the certificates that manufacturing industry employers are looking for.

Stretch Your Dollar Workshop

Offered by NewVue Communities on December 17th, this workshop will help you establish a personal budget through small steps that can lead to big changes and help you reach your financial goals.

December 2019 Workshop Guide

Which workshop is right for me?

I need to....

- Learn how to prepare for an interview
- Refresh my interviewing skills



Recommended workshop

Interviewing with Confidence
December 11th at 1:00pm

- Learn about LinkedIn as a networking tool
- Set up and use my LinkedIn account



Introduction to LinkedIn
December 13th at 1:30pm

- Choose the right resume format for me
- Know what info should be in my cover letter



Resume Basics
December 9th at 10:00am

- Leverage my experience into an advantage
- Learn to combat ageism during interviews



Using Age to Your Advantage
December 18th at 1:00pm