

December




2018

Monday	Tuesday	Wednesday	Thursday	Friday
3 CCS 1:00pm	4 CCS 9:00am Shriver Job Corp 1:00pm	5 CCS 9:00am	6 MA Rehab 10:00am	7 Consumer Credit Counseling 10:30am
10 CCS 1:00pm	11 CCS 9:00am	12 CCS 9:00am Interviewing with Confidence 1:00pm	13 TABE 9:30am Resume Basics 10:00am Building Computer Confidence 1:00pm	14 Career Ready 101 9:00am Closed at 2PM
17 CCS 1:00pm	18 CCS 9:00am Shriver Job Corp 1:00pm	19 CCS 9:00am Using Age to Your Advantage 1:00pm Intro to LinkedIn 1:30pm	20 Closed	21
24 CCS 9:00am	25 Closed	26 CCS 1:00pm	27 TABE 9:30am Resume Basics 10:00am	28 Career Ready 101 9:00am
31 CCS 9:00am	1 Closed	2 CCS 1:00pm	3	4

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<p>Wishing all a happy and healthy holiday season!!!</p>	<p>"How did it get so late so soon? Its night before its afternoon. December is here before its June. My goodness how the time has flewn. How did it get so late so soon?" - Dr. Seuss</p>
<p>Career Center Registration Process</p> <ul style="list-style-type: none"> • Register on JobQuest https://jobquest.detma.org/jobquest/ • Attend a Career Center Seminar. • For additional workshops register with a Career Center Staff Member. 	<p>Workshop Policies</p> <ul style="list-style-type: none"> • Workshops are closed 10 minutes after the scheduled start – latecomers will not be allowed to enter workshop after 10 minutes. • Please notify us at least 24 hours prior to start of workshop if you cannot attend.
 <p>MA Rehabilitation Commission Overview</p> <p>A Vocational Rehabilitation Program to assist individuals with disabilities to obtain and maintain employment. Call and register for Info Session on 12/6:</p> <p>(978) 345-1713.</p>	<p>Shriver Job Corp </p> <p>Vocational training in today's top career fields for eligible youth ages 16-24.</p> <p>Tuesdays 12/4 and 12/18 1:00pm to 3:00pm. To Schedule please call</p> <p>(978) 534-1481 ext 267.</p>

<h2 style="text-align: center;">Workshops this Month</h2>
<p style="text-align: center;"><u>Career Center Seminar (CCS)</u></p> <p>Overview of Career Center services is the first step for all new members. LEOMINSTER's November Seminars:</p> <ul style="list-style-type: none"> ➤ Mondays 3,10,17 1:00pm – 3:00pm ➤ Mondays 24,31 9:00am – 11:00am ➤ Tuesdays 4,11,18 9:00am – 11:00am ➤ Wednesdays 5,12,19,26 9:00am – 11:00am
<p style="text-align: center;"><u>Building Computer Confidence</u></p> <p>Introduction to computers, for those with little or no experience. This workshop provides information on basic computer terms as well as how to save a word document.</p> <p style="text-align: center;">12/13 1:00pm</p>
<p style="text-align: center;"><u>Introduction to LinkedIn</u></p> <p>Using LinkedIn as a networking tool. 70% of people were hired at a company where they had a connection. This workshop is designed for beginning users</p> <p style="text-align: center;">12/19 1:30pm</p>
<p style="text-align: center;"><u>Using Age to Your Advantage</u></p> <p>Mature job seekers stereotypes. This workshop discusses stereotypes, offers advice for overcoming barriers and how to modify your job search, turning your "experience" into an advantage.</p> <p style="text-align: center;">12/19 at 1:00pm</p>
<p style="text-align: center;"><u>Resume and Cover Letter Basics</u></p> <p>Learn what the basic components of a resume and cover letter are, and gain an understanding of the formatting for the resume and cover letter.</p> <p style="text-align: center;">12/13 and 12/27 at 10:00am</p>
<p style="text-align: center;"><u>Interviewing With Confidence</u></p> <p>This workshop introduces strategies for interview preparation, the interview itself, and post-interview techniques.</p> <p style="text-align: center;">12/12 at 1:00pm</p>
<p style="text-align: center;"><u>Career Ready 101</u></p> <p>Interactive workshop using online tools for workforce readiness.</p> <p style="text-align: center;">12/14 and 12/28 at 9:00am</p>