



July 2019

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
1 Prepare Job Fair CCS 10:00am - 1:00pm	2 CCS Shriver Job Corp 9:00am - 1:00pm	3 CCS 9:00am	4 CLOSED	5 CLOSED	<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>Participate in a workshop to access job training and learn skills to 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 MassHire workshops</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>
8 CCS 1:00pm	9 CCS 9:00am	10 CCS Intro to LinkedIn 9:00am - 1:30pm	11 Resume Basics 10:00am	12 Career Ready TABE Understanding Credit 9:00am - 9:15am - 10:30am	
15 CCS 1:00pm	16 CCS Shriver Job Corp 9:00am - 1:00pm	17 CCS JOB FAIR Interviewing with Confidence 9:00am - 1:00pm	18 Job Search Strategies MA Rehab Overview 10:00am - 10:00am	19 Tenant's Rights 11:00am	
22 CCS 1:00pm	23 CCS 9:00am	24 CCS Using Age to Your Advantage 9:00am - 1:00pm	25 TABE 9:15am	26 Career Ready 9:00am	
29 CCS 1:00pm	30 CCS 9:00am	31 CCS 9:00am			

July 2019 Workshop Guide

Which workshop is right for me?

I need to....

Recommended workshop

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



Interviewing with Confidence
July 17th at 1:00pm

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



Introduction to LinkedIn
July 10th at 1:30pm

- Explore alternative Job search strategies
- Diversify my job search activities



Job Search Strategies
July 18th at 10:00am

- Learn what I can expect at a job fair
- Determine what I should do to prepare



Preparing for Job Fair
July 1st at 10:00am

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



Resume Basics
July 11th at 10:00am

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



Using Age to Your Advantage
July 24th at 1:00pm