

# November



# 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1</b> TABE 9:30am MA Rehab 10:00am Veterans TORQ Intro 1:00pm	<b>2</b>
<b>5</b> CCS 1:00pm	<b>6</b> CCS 9:00am Shriver Job Corp 1:00pm	<b>7</b> CCS 9:00am Interviewing with Confidence 1:00pm	<b>8</b> Veterans Resume Critique 1:00pm	<b>9</b> Career Ready 101 9:00am
<b>12</b> <b>Closed</b>	<b>13</b> JOB FAIR (Devens, MA) 9:30-12:30 CCS 1:00pm	<b>14</b> CCS 9:00am Using Age to Your Advantage 1:00pm	<b>15</b> TABE 9:30am Resume Basics 10:00pm Building Computer Confidence 1:00pm	<b>16</b> Consumer Credit Counseling 10:30am
<b>19</b> CCS 1:00pm	<b>20</b> CCS 9:00am Shriver Job Corp 1:00pm	<b>21</b> CCS 9:00am	<b>22</b> <b>Closed</b>	<b>23</b>
<b>26</b> CCS 1:00pm	<b>27</b> CCS 9:00am	<b>28</b> CCS 9:00am	<b>29</b> TABE 9:30am Resume Basics 10:00 pm Intro to LinkedIn 1:30pm	<b>30</b> Career Ready 101 9:00am

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## Workshops this Month

### Career Center Seminar (CCS)

Overview of Career Center services is the first step for all new members. LEOMINSTER's November Seminars:

- Mondays 5,19,26 1:00pm – 3:00pm
- Tuesdays 6,20,27 9:00am – 11:00am
- Tuesday 13 1:00pm – 3:00pm
- Wednesdays 7,14,21,28 9:00am – 11:00am

### Building Computer Confidence

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.

11/15 1:00pm

### Introduction to LinkedIn

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

11/29 1:30pm

### Using Age to Your Advantage

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.

11/14 at 1:00pm

### Resume and Cover Letter Basics

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.

11/15 and 11/29 at 10:00am

### Interviewing With Confidence

This workshop introduces strategies for interview preparation, the interview itself, and post-interview techniques.

11/7 at 1:00pm

### Career Ready 101

Interactive workshop using online tools for workforce readiness.

11/9 and 11/29 at 9:00am

## Veterans Workshops!!

Introduction to TORQ 11/1 at 1PM

Resume Critique 11/8 at 1PM

## Nashoba Job Fair!!

**November 13, 2018**  
**From 9:30AM – 12:30PM**  
**Devens Commons**

### Career Center Registration Process

- Register on JobQuest  
<https://jobquest.detma.org/jobquest/>
- Attend a Career Center Seminar.
- For additional workshops register with a Career Center Staff Member.

### Workshop Policies

- 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.



### MA Rehabilitation Commission Overview

A Vocational Rehabilitation Program to assist individuals with disabilities to obtain and maintain employment. Call and register for Info Session: (978) 345-1713.

### Shriver Job Corp

Vocational training in today's top career fields for eligible youth ages 16-24. Tuesdays 11/6 and 11/20 1:00pm to 3:00pm. **To Schedule please call (978) 534-1481 ext 267.**



### HOURS OF OPERATION Leominster

M, T, W, F : 8:00am - 4:00pm  
Thursday : 9:00am - 4:00pm  
100 Erdman Way, Leominster, MA  
Phone: (978) 534-1481

### Check out our new website!!

[www.MassHireNorthCentralcc.com](http://www.MassHireNorthCentralcc.com)



MassHire North Central Career Center is an Equal Opportunity Employer/Program. Auxiliary Aids/Services Are Available Upon Request to Individuals with Disabilities.