



September 2019

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
2 CLOSED	3 CCS 1:00pm	4 CCS 9:00am Intro to LinkedIn 1:30pm	5 TABE 9:15am MA Rehab Overview 10:00am	6 Career Ready 9:00am	<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>
9 Job Fair Prep 10:00am CCS 1:00pm	10 CCS 9:00am	11 CCS 9:00am Interviewing With Confidence 1:00pm	12 Resume Basics 10:00am	13 Understanding 10:30am Credit Gardner Job Fair 9:30am to 12 noon	
16 CCS 1:00pm	17 CCS 9:00am	18 CCS 9:00am	19 TABE 9:15am	20 Career Ready 9:00am Understanding 11:00am Your Electric Bill	
23 CCS 1:00pm	24 CCS 9:00am	25 CCS 9:00am Using Age to Your Advantage 1:00pm	26 Job Search Strategies 10:00am Stretch Your Dollars 2:00pm	27	
30 CCS 1:00pm					

September 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
September 11th at 1:00pm

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



Introduction to LinkedIn
September 4th at 1:30pm

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



Preparing for Job Fair
September 9th at 10:00am

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



Job Search Strategies
September 26th at 10:00am

- Learn from other Jobseeker experiences
- Make connections with potential job referrals



Jobseeker Networking Group
September 5th and 19th at 2:00pm

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



Resume Basics
September 12th at 10:00am

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



Using Age to Your Advantage
September 25th at 1:00pm