



JANUARY 2022

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
03 Career Center Seminar 1:00pm	04 Connect with a Career Coach 9am-10am Pathway to Training 10am	05 Career Center Seminar 9:00am Connect with a Career Coach 1pm-2pm	06 Using Age to Your Advantage 10am	07	<p>www.MassHireNorthCentralcc.com</p> <p>Hours of Operation M, T, W, Th: 8:00am - 4:00pm Friday: 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? Register on Job Quest and attend a Career Center Seminar (CCS)</p> <p>Once you have completed those, attend our virtual workshops via webinar or phone to learn skills that help you take the next steps in your job search and career. See the other side of this page for a guide to the appropriate MassHire workshops for you. Register through Jobquest or with your career counselor for any workshop or job fair.</p> <p>New Clients can also sign up to meet briefly with a Career Counselor during one of our “Connect with a Career Counselor” sessions.</p>
10 Career Center Seminar- 1:00pm	11 Intro to LinkedIn 1:00 pm Connect with a Career Counselor 9am-10am	12 Career Center Seminar 9:00am Connect with a Career Counselor 1pm-2pm JOB FAIR 10-12:30	13 Job Search Strategies 10:00am	14	
17 CLOSED	18 Moving on From Job Loss 10:00 am Connect with a Career Coach 9am-10am	19 -Career Center Seminar 9:00am -Connect with a Career Coach 1pm-2pm -Nashoba Virtual job fair	20 Resume Basics 10:00am	21	
24 Career Center Seminar 1:00pm	25 Tools for Self-Assessment 10:00am Connect w/a Career Coach 9am-10am	26 Career Center Seminar 9:00am Connect w/a Career Coach 1-2pm	27 Interview with confidence 10am	28	
31	01	02	03	04	
Career Center Seminar 1:00 pm	Connect w/a Career Coach 9am-10am	Career Center Seminar 9:00am Connect w/a Career Coach 1pm-2pm			

<p>JOB FAIRS & EVENTS</p>	<p>Are you a new client and have a Job Search question? Connect with a Career Counselor</p> <p>SIGN UP ON JOB QUEST FOR A BRIEF 15 MINUTE MEETING WITH A CAREER COUNSELOR</p>	<p>Register on Job Quest, www.mass.gov/jobquest</p> <p>Search for jobs, events, job fairs, create a resume and much more!</p>	<p>In person meetings are available by appointment only.</p> <p>The Career Center Resource Room is available by walk-in on a space available basis</p>	<p>-Job Fair (in person) January 12, 10-12:30 Leominster City Hall</p> <p>-Nashoba Virtual Job Fair January 19th, 9:30-12:00</p>
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January 2022 Workshop Guide

I need to....

- Learn how to prepare for an interview
- Refresh my interviewing skills
- Learn about LinkedIn as a networking tool
- Set up and use my LinkedIn account
- Know how hiring is different during Covid
- Diversify my job search activities during Covid
- Explore training requirements and eligibility
- Learn the process to apply for training funds
- Choose the right resume format for me
- Know what info should be in my cover letter
- Determine your interests, skills, values and strengths
- Identify goals and opportunities
- Leverage my experience into an advantage



Recommended workshop

- Interviewing with Confidence
- Introduction to LinkedIn
- Job Search Strategies
- Pathways to Training
- Resume Basics
- Tools for Self-Assessment
- Using Age To Your Advantage