



# DECEMBER 2022

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
28 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	29	30 Career Center Seminar 9:00am  Connect with a Career Coach 1pm-2pm	01 Moving on From Job Loss 10:00am	02	<p><a href="http://www.MassHireNorthCentralcc.com">www.MassHireNorthCentralcc.com</a></p> <p><b>Hours of Operation</b>  M, T, W, Th: 8:00am - 4:00pm  Friday: 9:00am-4:00pm  CLOSED SATURDAY &amp; SUNDAY  100 Erdman Way, Leominster, MA  Phone: (978) 534-1481</p> <p><b>How can I get started at MassHire?</b>  Register on Job Quest and attend a Career Center Seminar (CCS)</p> <p>Once you have completed those, attend our <b>virtual workshops</b> 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><b>New Clients</b> can also sign up to meet briefly with a Career Counselor during one of our "Connect with a Career Counselor" sessions.</p> <p>MassHire Program &amp; Services are funded in part by US Department of Labor (USDOL) Employment and Training Administration grants as well as non-federal funded grants • Additional details furnished upon request</p>
05 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	06	07 Career Center Seminar 9:00am Connect with a Career Counselor 1pm-2pm  <b>JOB FAIR 9am-12pm</b>	08 Job Search Strategies 10:00am	09	
12 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	13 Pathway to Training 10:00am	14 Career Center Seminar 9:00am  Connect with a Career Coach 1pm-2pm	15 First Things First- 10:00am	16	
19 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	20 Interview with Confidence- 10am	21 Career Center Seminar 9:00am  Connect with a Career Coach 1-2pm	22 Rocking your Resume 10:00am	23	
26	27	28	29	30	
<b>CLOSED</b>	Virtual Career Center Seminar 1:00pm	Career Center Seminar 9:00am  Connect with a Career Coach 1-2pm			

<p><b>JOB FAIRS &amp; EVENTS</b></p>	<p>Are you a new client and have a Job Search question?  <b>Connect with a Career Counselor</b></p> <p>SIGN UP ON JOB QUEST FOR A BRIEF 15 MINUTE MEETING WITH A CAREER COUNSELOR</p>	<p>Register on Job Quest, <a href="http://www.mass.gov/jobquest">www.mass.gov/jobquest</a></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><b>JOB FAIR</b>  <b>December 7</b>  <b>9:00am- 12pm</b></p> <p><b>Great Wolf Lodge</b>  <b>White Oak Ballroom</b></p>
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**December 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
- Learn to combat ageism during interviews



**Recommended workshop**

- Interviewing with Confidence
- Introduction to LinkedIn
- Job Search Strategies
- Pathways to Training
- Rocking your Resume
- First Things First
- Using Age To Your Advantage