



# March 2020

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
2 CCS 1:00pm	3 CCS 9:00am Job Corps Overview 1:00pm	4 CCS 9:00am Resume Basics 1:00pm	5 MA Rehab Overview 10:00am	6	<p><a href="http://www.MassHireNorthCentralcc.com">www.MassHireNorthCentralcc.com</a>  M, T, W, F: 8:00am - 4:00pm  Thursday: 9:00am - 4:00pm  CLOSED SATURDAY &amp; SUNDAY  100 Erdman Way, Leominster, MA  Phone: (978) 534-1481</p> <p>How can I get started at <a href="#">MassHire?</a>  Attend a Career Center Seminar (CCS)</p> <p>Attend a workshop to learn skills that 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 the appropriate <a href="#">MassHire</a> workshops for you.</p> <p><b>Workshop Attendance Policy</b>  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 <a href="#">MassHire</a> 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 CCS 1:00pm JOB FAIR!! 11am-2pm	10 CCS 9:00am Job Search Strategies 1:00pm	11 CCS 9:00am Interviewing With Confidence 1:00pm	12 TABE 9:15am REMAKE 4.0 Overview 1:30pm	13 Career Ready 9:00am	
16 CCS 1:00pm	17 CCS 9:00am Job Corps Overview 1:00pm	18 CCS 9:00am Using Age to Your Advantage 1:00pm	19 Stretch Your Dollar 10:00am	20 Intro to LinkedIn 1:30pm	
23 CCS 1:00pm	24 CCS 9:00am Moving on From Job Loss 1:00pm	25 CCS 9:00am Resume Basics 1:00pm	26 TABE 9:15am	27 Career Ready 9:00am	
30 CCS 1:00pm	31 CCS 9:00am				

## JOB FAIRS & EVENTS

### Job Fair!!

Join us on March 9<sup>th</sup> from 11am to 2:00pm at the [Devens](#) Common Center, 31 Andrews Parkway, [Devens](#), MA to meet with over 50 companies.

### REMAKE 4.0 Overview

March 12th, come hear how to enroll in training to earn the certificates that manufacturing industry employers are looking for.

### Stretch Your Dollar Workshop

Offered by [NewVue](#) Communities on March 19th, this workshop will help you establish a personal budget through small steps that can lead to big changes and help you reach your financial goals.

## March 2020 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  
March 11<sup>th</sup> at 1:00pm

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



Introduction to LinkedIn  
March 20<sup>th</sup> at 1:30pm

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



Job Search Strategies  
March 10<sup>th</sup> at 1:00pm

- Identify potential consequences of job loss
- Learn strategies to move on after your job loss



Moving on from Job Loss  
March 24<sup>th</sup> at 1:00pm

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



Resume Basics  
March 4<sup>th</sup> & 25<sup>th</sup> at 1:00pm

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



Using Age to Your Advantage  
March 18<sup>th</sup> at 1:00pm