



October 2019

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
	1 CCS 9:00am Job Corps Overview 1:00pm	2 CCS 9:00am Intro to LinkedIn 1:30pm	3 TABE 9:15am MA Rehab Overview 10:00am	4	<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>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 MassHire workshops for you.</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>
7 CCS 1:00pm	8 CCS 9:00am Resume Basics 1:00pm	9 CCS 9:00am	10 REMAKE 4.0 Overview 1:30PM	11 Career Ready 9:00am Understanding 10:30am Credit	
14 CLOSED	15 CCS 1:00pm Job Corps Overview 1:00pm	16 CCS 9:00am Interviewing With Confidence 1:00pm	17 TABE 9:15am	18	
21 CCS 1:00pm	22 CCS 9:00am Using Age to Your Advantage 1:00pm	23 CCS 9:00am	24	25 Career Ready 9:00am	
28 CCS 1:00pm	29 CCS 9:00am Resume Basics 1:00pm	30 CCS 9:00am	31 TABE 9:15am Job Search Strategies 1:00pm		

October 2019 Workshop Guide

Which workshop is right for me?

I need to....

Recommended workshop

- Learn how to prepare for an interview
- Refresh my interviewing skills



Interviewing with Confidence
October 16th at 1:00pm

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



Introduction to LinkedIn
October 2nd at 1:30pm

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



Job Search Strategies
October 31th at 1:00pm

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



Resume Basics
October 8th and 29th at 1:00pm

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



Using Age to Your Advantage
October 22nd at 1:00pm