



# September 2022

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
29 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	30	31 Career Center Seminar 9:00am  Connect with a Career Coach 1pm-2pm	01	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  <b>CLOSED SATURDAY &amp; SUNDAY</b>  100 Erdman Way, Leominster, MA  Phone: (978) 534-1481</p> <p><b>How can I get started at Mass Hire?</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 <b>CLOSED</b> <b>Labor Day</b>	06 Job Search Strategies 10:00am  Virtual Career Center Seminar 1:00pm	07 Career Center Seminar 9:00am  Connect with a Career Counselor 1pm-2pm	08 Using Age to Your Advantage 10:00am	09	
12 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	13 Resume Basic 10:00am	14 Career Center Seminar 9:00am  Connect with a Career Coach 1pm-2pm	15 Tools for Self-Assessment 10:00am	16	
19 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	20 Pathway to Training 10:00am	21 Career Center Seminar 9:00am  Connect with a Career Coach 1-2pm	22 Interview with confidence 10:00am	23	
26 Virtual Career Center Seminar 1:00pm  Connect with a Career Coach 9am-10am	27 Moving on from Job Loss 10:00am	28 Career Center Seminar 9:00am  Connect with a Career Coach 1-2pm	29	30	

## JOB FAIRS & EVENTS

Are you a new client and have a Job Search question?

Connect with a Career Counselor

SIGN UP ON JOB QUEST FOR A BRIEF 15 MINUTE MEETING WITH A CAREER COUNSELOR

Register on Job Quest, [www.mass.gov/jobquest](http://www.mass.gov/jobquest)

Search for jobs, events, job fairs, create a resume and much more!

In person meetings are available by appointment only.

The Career Center Resource Room is available by walk-in on a space available basis

### September 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

Resume Basics

Tools for Self-Assessment

Using Age To Your Advantage