



January, 2019 Workshops

1515 Hancock St., Suite 101, Quincy, MA 02169 617-745-4000

www.masshiresouthshorecc.com



Monday	Tuesday	Wednesday	Thursday	Friday
	1 New Year's Day The Career Center is Closed	2	3 10:30 a.m.-12:30 p.m. Résumé/Cover Letter	4 9:30 a.m. -12N Excel Basics 10 a.m. – 12N SCSEP/Operation ABLE
7 10 a.m.-12N Word Basic I 10:30 a.m. – 12:30 Interviewing Basics	8 10 a.m. Massasoit Info Session 10 a.m. – 11:30 a.m. Manet Health	9	10 2:00 p.m.-4:00 p.m. Salary Negotiation	11 1p.m.-3p.m. Norfolk County RSVP Volun.
14 10a.m.-12N. Word Basic II	15 10 a.m. – 11 a.m. Quincy College Info Session 2:00-4:00 p.m. TORQ	16 10:30 a.m. – 12N Intro to Computers	17 2:00 p.m.-4:00 p.m. Networking	18 9:30 a.m.-12N. PowerPoint Basics 10 a.m.-12N Job Search Tips for Mature Workers
21 Martin Luther King, Jr. Day The Career Center is Closed	22 10:00 a.m. – 11:30 a.m. Manet Health 10 a.m. Massasoit Info Session	23 10:30-12 Noon Navigating Online Apps 2:00 p.m. 3:00 p.m. E-Learning	24 2:00 p.m.-4:00 p.m. Résumé/Cover Letter	25
28	29 2:00-4:00 p.m. TORQ	30 10:30 a.m. – 12N Intro to Computers	31 10:30 a.m. -12:30 p.m. Career Directions	Career Center Seminars: Monday 1:30 p.m. Tuesday 10:30 a.m. & 1:30 p.m. Wednesday @ 10 a.m. & 1.30 p.m. Thursday. 10 a.m. & 1:30 p.m. Plymouth Access Point: Wednesdays @10a.m. &1:30p.m.

MassHire South Shore Career Center is an EEO/AA Employer. Auxiliary aids or services are available upon request to individuals with disabilities.



Registration of workshops will be taken in person or by telephone @ 617.745.4000



Please arrive 10-15 minutes prior to start of event. Late arrivals will not be permitted to attend.

Career Directions: Complete an assessment tool to explore changing a career or a new career path.

Excel Basics: Learn the basics on how to create spreadsheets.

Interview Basics: Review difficult interview questions and learn how to market yourself effectively during the interview.

Introduction to Computers: Learn computer fundamentals, including components of a PC, how to navigate Windows desktop, keyboard and mouse.

Job Search Tips for Mature Workers: Participants will gain a greater understanding of potential age-related biases and specific strategies to aid participants in developing a successful job search.

Learning Lab: Assist with creating an e-mail, Jobquest or applying for jobs online. Bring your resume saved on a USB drive.

Navigating Online Applications: Assist jobseeker with the process of applying online for positions and guidance with behavioral questions. Prerequisites: Computer skills, memory stick with résumé, cover letter and references saved.

Networking: Workshop focuses on the process of networking and how to market yourself using your connections.

PowerPoint Basics: Must have strong Copy and Paste Skills for embedding objects into slides. Learn the basic functions and basics of PowerPoint.

Résumé/Cover Letter: Participants will learn key concepts about résumé writing including formats, summaries and accomplishment statements. Cover letters and other correspondence will be discussed.

Salary Negotiations: Learn how to negotiate your next salary and be prepared to negotiate when a job offer is presented.

TORQ: -Job search engine matches relevant transferable job opportunities for the job seeker. E-mail account is required.

Word Basic I: Introduction to understanding word processing beginning with exploring the MS Word program window. It focuses on creating, navigating and saving documents. It includes selecting, formatting and printing text.

Word Basic II: Covers editing text using cut, copy and paste, spell checking, and the MS Office clipboard. It covers controlling text layout using line and paragraph spacing & alignment, working with tabs and indents. It includes saving files and various file formats.

Minimum required skills: Typing/keyboarding, using the mouse and intro PC skills.

MassHire South Shore Career Center Hours of Operation

Monday, Wednesday, Thursday, Friday 8:30 a.m. – 4:30 p.m. and Tuesday 9:30 a.m. -4:30 p.m.