



# November, 2018 Workshops

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

www.masshiresouthshorecc.com



Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1 10:30 a.m. -12:30 p.m. Career Directions 2:00 p.m.-4:00 p.m. Résumé/Cover Letter	2 10 a.m. – 12N SCSEP/Operation ABLE 10 a.m. -12N Excel Basics
5 10 a.m.-12N Word Basics	6 10 a.m. – 11 a.m. Quincy College Info Session  10 a.m. – 11:30 a.m. Manet Health	7 1:00-2:30 p.m. Navigating Online Apps	8 2:00 p.m.-4:00 p.m. Salary Negotiation	9 1p.m.-3p.m. Norfolk County RSVP Volun.
12 <b>Veterans Day</b>  <b>The Career Center is closed.</b>	13 10 a.m. -11 a.m. Massasoit College Info Session 10 a.m. – 11:30 a.m. Manet Health 2:00-4:00 p.m. TORQ	14 10:30 a.m. – 12N Intro to Computers	15 2:00 p.m.-4:00 p.m. Networking	16 10 a.m. – 12 N Job Search Tips for Mature Workers 10a.m.-12N. PowerPoint Basics
19 10a.m.-12N. Word (Editing Documents)	20 10-12N Learning Lab	21 9:00-10:30 a.m. Navigating Online Apps 11:00 a.m. -12N E-Learning	22 <b>Thanksgiving</b>  <b>The Career Center is Closed</b>	23 <b>The Career Center is Closed</b>
26 10 a.m. – 12 noon Interviewing Basics	27 10 a.m. -11 a.m. Massasoit College Info Session 10 a.m. – 11:30 a.m. Manet Health	28 10:30 a.m. – 12N Intro to Computers	29	30 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.

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 (Editing Documents):** Become familiar with the overall functions of Word. Apply Word processing formatting skills to edit documents, enhance and control text alignment, apply bullets, and manage headers/footers.

**Word Basics:** Learn Word processing fundamentals for creating a new document, saving files, setting margins, tabs, page layout, entering and formatting text. Apply cut/copy/paste for editing and use spellcheck.

#### 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.