



May, 2019 Workshops

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



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 2:00 p.m.-4:00 p.m. Salary Negotiation	3 10 a.m. – 12N SCSEP/Operation ABLE
6 10:00 a.m. – 11:00 a.m. Veterans' Services	7 Career Center is Closed.	8 10:30 a.m. – 12N Intro to Computers	9 9:30 a.m. -12N PowerPoint Basics 2:00 p.m.-4:00 p.m. Networking	10 10 a.m.-12N Job Search Tips for Mature Workers 1p.m.-3p.m. Norfolk County RSVP Volun.
13 10 a.m.-12N Word Basic I 10:30 a.m. – 12:30 Interviewing Basics	14 10:30 a.m. – 11:30 a.m. Quincy College Info Session 10:30 a.m. -11:30 a.m. Massasoit College Info Session 10:30 a.m. – 12 Noon Manet Health 2:00-4:00 p.m. TORQ	15	16 2:00 p.m.-4:00 p.m. Résumé/Cover Letter	17 1:00-3:00 p.m. Budgeting During Your Job Search Workshop
20	21	22 10:30 a.m. – 12N Intro to Computers 2:00 p.m. - 3:30 p.m. Navigating Online Apps	23 9:30 a.m. -12N Excel Basics 10:00 a.m.-12 Noon Career Directions	24
27 Holiday Memorial Day	28 10:30 a.m. – 11:30 a.m. Quincy College Info Session 10:30 a.m. -11:30 a.m. Massasoit College Info Session 10:30 a.m. – 12 Noon Manet Health	29 1:00 p.m. – 3:00 p.m. Small Business Assoc. (SBA)	30 10:00 a.m. 11:00 a.m. E-Learning	31

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. Get the facts as we examine online applications, Application Tracking Software, personality tests and the techniques to navigate online job applications.

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.