



340 Main Street, Suite 400  
508.799.1600

**PRIORITY OF SERVICE TO OUR VETERANS**

**FEBRUARY 2023**

[www.masshirecentralcc.com](http://www.masshirecentralcc.com)


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Pre-registration  
Required



**Hours**  
8:45 – 4:30 Monday – Thursday  
9:45 – 4:30 Friday

Arrive 15 Mins. Early  
Late Policy Applies

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Resume Writing – In Person</u> 10:00 – 11:30 Virtual Career Center Seminar 1:00 – 2:30	<b>2</b> Career Center Seminar – In Person 9:00 - 11:00	<b>3</b> Spanish CCS – In Person 10:00 - 12:00
<b>6</b> Virtual Career Center Seminar 1:00 – 2:30 <u>Virtual Job Search Strategies</u> 10:00 – 11:30	<b>7</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Navigating Career Choices – In Person</u> 10:00- 11:30	<b>8</b> Career Center Seminar – In Person 9:00 - 11:00 Virtual Career Center Seminar 1:00 – 2:30 <u>Bar None Legal Clinic – In Person</u> 1:00 - 3:00	<b>9</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Career Directions – In Person</u> 9:30 -12:30	<b>10</b>
<b>13</b> Virtual Career Center Seminar 1:00 – 2:30	<b>14</b> Career Center Seminar – In Person 9:00 - 11:00	<b>15</b> Career Center Seminar – In Person 9:00 - 11:00 Virtual Career Center Seminar 1:00 – 2:30 <u>Virtual Resume Writing</u> 10:00 – 11:30	<b>16</b> Career Center Seminar – In Person 9:00 - 11:00	<b>17</b>
 <b>20</b> <b>CLOSED</b>	<b>21</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Virtual Navigating Career Choices</u> 10:00- 11:30	<b>22</b> Career Center Seminar – In Person 9:00 - 11:00 Virtual Career Center Seminar 1:00 – 2:30 <u>Virtual Interview Workshop</u> 10:00-11:30	<b>23</b> Career Center Seminar – In Person 9:00 - 11:00 Virtual Job Fair 10:00-1:00	<b>24</b> Spanish CCS – In Person 10:00 - 12:00
<b>27</b> Virtual Career Center Seminar 1:00 – 2:30	<b>28</b> Career Center Seminar – In Person 9:00 - 11:00 <u>Intro to LinkedIn – Hybrid</u> 10:00 -11:30			

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## WORKSHOP DESCRIPTIONS

**Bar None Legal Clinic** – Designed to help Worcester residents with criminal records. Assistance is provided in the following areas: suspended drivers' licenses, credit issues, child support issues, child custody/visitation issues, disability claims, and sealing of criminal record.

**Career Center Seminar** - This seminar introduces participants to the MassHire Career Centers and what they provide in terms of programs, services and resources to assist with training and employment needs. The Career Center Seminar is also offered in Spanish. **IMPORTANT NOTE: In-Person or Virtual participants who arrive for this seminar 10 or more minutes after the start time will not be admitted to the session.**

**Career Directions** -This interactive workshop is designed to assist participants in identifying transferrable skills, knowledge, abilities and interests through the use and interpretation of the Holland's Self Directed Search. This session will also include an interpretation of the assessment & provides various internet resources for labor market information specific to occupational goals. Job seekers have consistently reported that participation in this workshop has contributed to targeting additional career options and opportunities. **(In-Person event only)**

**Training Info Meeting** – Participants in this orientation will learn about training opportunities and eligibility/suitability criteria. Available training is subject to funding availability and program eligibility. **IMPORTANT NOTICE: Participates must live in a Central Mass city or town that MassHire services.**

**Virtual Multi - Industry Job fair** - The Virtual Job Fair is being held on Premier Virtual, an online platform that allows job seekers to view employers' virtual booths, view the companies' information, review their job openings, and submit their resumes. Job seekers and employers can also instant message and video chat each other through the platform. **JOBSEEKER REGISTRATION REQUIRED THROUGH JOBQUEST.** **IMPORTANT NOTICE: Job seekers must register by scheduling themselves on Job Quest or by contacting the MassHire Worcester Career Center at 508-799-1600.**

### How to schedule a Workshop:

You can register for a workshop by giving us a call at 508-799-1600.

1/24/2023

**Job Search Strategies** - This workshop covers a variety of methods and techniques that jobseekers can use in order to increase their success in landing their next job.

**LinkedIn** - Participants in this session will learn how to

1. Create a LinkedIn account
2. Build a LinkedIn profile
3. Develop a LinkedIn network
4. Search and apply for jobs on LinkedIn

#### Prerequisites:

- ✓ MUST HAVE computer skills
- ✓ Bringing a resume on a flash drive is **STRONGLY RECOMMENDED**

**Navigating Career Choices** -This workshop is designed to provide participants with technical instruction and practical hands-on application exercises using online tools to explore occupations and research labor market information relevant to their job / career interests and educational goals. . **IMPORTANT NOTICE: (This session is being offered in –person and virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex.**

**The Interview Techniques** - This session is designed to provide participants with tips and best practices for successful interviewing. **IMPORTANT NOTICE: (This session is being offered virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex.**

**Résumé Writing** - This workshop is facilitated by a Certified Professional Résumé Writer and is designed to provide participants with tips and best practices for writing effective résumés. . **IMPORTANT NOTICE: (This session is being offered in –person and virtually) to participate virtually, you must have an e-mail account to be able to join the session using Webex**

SEATING IS LIMITED

CALENDAR IS SUBJECT TO CHANGE