

MassHire Southbridge Career Center
 5 Optical Dr., Southbridge MA 01550
 508.765.6430



PRIORITY OF SERVICE TO OUR VETERANS

OCTOBER 2022

MassHireCentralCC.com

Facebook.com/masshirecentralcc/



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

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|---|---|---|--|
| 3 9:30 Career Center Seminar | 4 1:30 Career Center Seminar | 5 9:30 Career Center Seminar 1:30 Resume Writing | 6 9:30 Career Center Seminar | 7 OFFICE CLOSED |
| 10 OFFICE CLOSED | 11 1:30 Career Center Seminar | 12 9:30 Career Center Seminar 1:30 Do You Have it Covered? | 13 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options | 14 10:00 Training Information Meeting |
| 17 9:30 Career Center Seminar | 18 1:30 Career Center Seminar | 19 9:30 Career Center Seminar 1:30 Résumé Writing | 20 9:30 Career Center Seminar | 21 10:00 Training Information Meeting 10:00 Navigating Career Choices - VIRTUAL |
| 24 9:30 Career Center Seminar | 25 1:30 Career Center Seminar | 26 9:30 Career Center Seminar 1:30 The Interview | 27 10:00 Transportation Job Fair 1:30 Career Center Seminar | 28 10:00 Training Information Meeting |
| 31 9:30 Career Center Seminar | | | | |
| <i>MassHire programs & 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.</i> | | | | |

~~~~~IN PERSON~~~~~

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**Center Seminar (2 Hours)** The Career Center Seminar provides an introduction and overview to MassHire Career Center programs, resources and services available to you at no cost. Please plan to arrive at the Career Center at least 10 minutes prior to the start time of the session to check-in.

**Professor Teaches (2 Hours)** Earn a certificate after completing self-paced e-Learning modules for any / all of these programs:

- |                           |                      |
|---------------------------|----------------------|
| ~ MS Access 2019          | ~ MS PowerPoint 2019 |
| ~ Accounting Fundamentals | ~ MS Publisher 2019  |
| ~ Business Planning       | ~ Quickbooks 2015    |
| ~ MS Excel 2019           | ~ MS Word 2019       |
| ~ MS Outlook 2019         |                      |

PLEASE NOTE: This training MUST BE DONE IN PERSON at the Career Center. When you schedule a session, a PC will be reserved for your use. These appointments are limited to 2 hours.

**Resume Writing (2 Hours)** - Participants in this workshop will learn tips for writing an effective résumé. Pre-Requisite: Must have attended the Career Center Seminar.

**Do You Have it Covered? (1.5 Hours)** – Participants in this session will learn tips for writing an effective cover letter.

**The Interview (1.5 Hours)** – This virtual workshop is designed to provide participants with tips and best practices for successful interviewing

**Exploring Your Occupational Options (2 Hours)** - This workshop provides technical instruction & hands-on exercises using on-line tools to explore & research labor market information relevant to job/career interests. Participants will:

- Review & discuss a 5 step model to assist with decision making process.
- Complete a short self-assessment to identify occupations interest type.
- Research labor market information for a given occupation.
- Discover additional tools & resources for further exploration and research

Pre-Requisites: To participate in this event, you must have:

- ~ attended a Career Center Seminar
- ~ basic computer skills
- ~ an e-mail account

**Training Information Meeting (2 Hours)** - Participants in this orientation will learn about training opportunities and eligibility criteria. Available training is subject to funding availability and program eligibility.

Pre-Requisites: To participate in this meeting you must:

- ~ live in Central Mass
- ~ have HS Diploma or equivalent
- ~ have attended CCS within the past 8 months

### -----VIRTUAL-----

**Navigating Career Choices:** This Zoom 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.

Workshop is presented by Dawn Buddington, College and Career Navigator, Quinsigamond Community College via Zoom.

Pre-Requisites: To participate in this session you must have:

- ~ Basic computer and keyboarding skills
- ~ Access to the internet and a computer to be used during the workshop
- ~ Ability to participate in the session using Zoom for approximately 1 hour and 30 minutes