

**MassHire Southbridge Career Center**  
 14 Mechanic Street., Suite 330  
 Southbridge MA 01550  
 508.765.6430





**PRIORITY OF SERVICE TO OUR VETERANS**

**JUNE 2023**

MassHireCentralCC.com  
 Facebook.com/masshirecentralcc/



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Job Corps Admission Counselor on site every Monday	 DTA Full Engagement Worker on site from 10 – 12 every other Tuesday		<b>1</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>2</b> 10:00 Training Information Meeting
<b>5</b> 9:30 Career Center Seminar	<b>6</b> 1:30 Career Center Seminar	<b>7</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>8</b> 9:30 Career Center Seminar	<b>9</b> 10:00 Training Information Meeting
<b>12</b> 8:30 BOUNCE 9:30 Career Center Seminar	<b>13</b> 8:30 BOUNCE 1:30 Career Center Seminar	<b>14</b> 8:30 BOUNCE 9:30 Career Center Seminar 1:30 The Interview	<b>15</b> 8:30 BOUNCE 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>16</b> 8:30 BOUNCE 10:00 Training Information Meeting
<b>19</b> <b>OFFICE CLOSED</b>	<b>20</b> 1:30 Career Center Seminar	<b>21</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>22</b> 9:30 Career Center Seminar 10:00 Virtual Multi-Industry Job Fair	<b>23</b> 10:00 Training Information Meeting
<b>26</b> 9:30 Career Center Seminar	<b>27</b> 1:30 Career Center Seminar	<b>28</b> 9:30 Career Center Seminar	<b>29</b> 1:30 Career Center Seminar	<b>30</b> 10:00 Training Information Meeting

*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.*

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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.

**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 and best practices for writing an effective résumé.

Pre-Requisite: Must have attended the Career Center Seminar.

**The Interview (1.5 Hours)** – Participants in this workshop will learn tips and best practices for successful interviewing.

Pre-Requisite: Must have attended the Career Center Seminar.

**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

**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

**BOUNCE** – (facilitated by BOUNCE Certified Trainers) This 4-day Australian-based, award-winning, life-changing program is designed for MassHire members who are ready to take charge of their lives and build the skills needed for success.

Pre-Requisites: To participate in this program, you must:

Be a MassHire member  
Have attended the BOUNCE Info Session on May 19<sup>th</sup>  
Committed to attending all four days.

**Multi-Industry Virtual Job Fair (3 hours)** - Using [Premier Virtual](#), on online job fair platform, job seekers can visit employers' virtual booths, view company information, see current job openings, submit a resume, and speak to employers using instant messaging and/or video chat.

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

- ~ Access to the internet and a computer / device
- ~ An email account
- ~ Signed up for the event using your Job Seeker Id Number (via JobQuest or by contacting the Career Center)
- ~ Completed registration with Premier Virtual