

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



PRIORITY OF SERVICE TO OUR VETERANS

SEPTEMBER 2023  
 MassHireCentralCC.com



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>1</b> 10:00 Training Information Meeting
<b>4</b> <b>CLOSED</b>	<b>5</b> 1:30 Career Center Seminar	<b>6</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>7</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>8</b> 10:00 Training Information Meeting 10:00 MassHire Job Fair @ Polar Park
<b>11</b> 9:30 Career Center Seminar	<b>12</b> 1:30 Career Center Seminar	<b>13</b> 9:30 Career Center Seminar 1:30 The Interview	<b>14</b> 9:30 Career Center Seminar	<b>15</b> 10:00 Training Information Meeting
<b>18</b> 9:30 Career Center Seminar	<b>19</b> 1:30 Career Center Seminar	<b>20</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>21</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>22</b> 10:00 Training Information Meeting
<b>25</b> 9:30 Career Center Seminar	<b>26</b> 1:30 Career Center Seminar	<b>27</b> 9:30 Career Center Seminar	<b>28</b> 9:30 Career Center Seminar	<b>29</b> 10:00 Training Information Meeting
<i>MassHire programs &amp; 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>				

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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
- ~ Accounting Fundamentals
- ~ Business Planning
- ~ MS Excel 2019
- ~ MS Outlook 2019
- ~ MS PowerPoint 2019
- ~ MS Publisher 2019
- ~ QuickBooks 2015
- ~ MS Word 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

**MassHire Job Fair at Polar Park – (4 Hours)** – In person event being held at Polar Park located at 100 Madison Street in Worcester. This is free to job seekers. More than 100 employers are scheduled to be in attendance.



DTA Full Engagement Worker on site from 10 – 12 every other Tuesday



Job Corps Admission Counselor on site every Monday