

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



PRIORITY OF SERVICE TO OUR VETERANS

OCTOBER 2023  
 MassHireCentralCC.com



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>2</b> 1:30 Career Center Seminar	<b>3</b> 1:30 Career Center Seminar	<b>4</b> 1:30 Career Center Seminar	<b>5</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>6</b> 10:00 Training Information Meeting
<b>9</b> <b>CLOSED</b>	<b>10</b> 1:30 Career Center Seminar	<b>11</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>12</b> 9:30 Career Center Seminar	<b>13</b> 10:00 Training Information Meeting
<b>16</b> 9:30 Career Center Seminar	<b>17</b> 1:30 Career Center Seminar	<b>18</b> 9:30 Career Center Seminar 1:30 The Interview	<b>19</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>20</b> 10:00 Training Information Meeting
<b>23</b> 9:30 Career Center Seminar	<b>24</b> 1:30 Career Center Seminar	<b>25</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>26</b> 10:00 Transportation, Warehouse & Logistics Job Fair 1:30 Career Center Seminar	<b>27</b> 10:00 Training Information Meeting
<b>30</b> 9:30 Career Center Seminar	<b>31</b> 1:30 Career Center Seminar			
<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

**Transportation, Warehouse & Logistics Job Fair – (2 Hours)** In person event with 12 local employers scheduled to attend.



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



Job Corps Admission Counselor on site every Monday