

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



PRIORITY OF SERVICE TO OUR VETERANS

JANUARY 2024

MassHireCentralCC.com

Facebook.com/masshirecentralcc/



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 OFFICE CLOSED	2 1:30 Career Center Seminar	3 9:30 Career Center Seminar	4 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	5
8 9:30 Career Center Seminar Job Corps Admission Counselor on site	9 1:30 Career Center Seminar DTA Full Engagement Worker on site Worcester Adult Education on site	10 9:30 Career Center Seminar 1:30 Resume Writing	11 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	12
15 OFFICE CLOSED	16 1:30 Career Center Seminar	17 9:30 Career Center Seminar 1:30 The Interview	18 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	19
22 9:30 Career Center Seminar Job Corps Admission Counselor on site	23 1:30 Career Center Seminar DTA Full Engagement Worker on site Worcester Adult Education on site	24 9:30 Career Center Seminar 1:30 Resume Writing	25 9:30 Career Center Seminar 10:00 Multi-Industry Virtual Job Fair 1:30 Exploring Your Occupational Options	26
29 9:30 Career Center Seminar Job Corps Admission Counselor on site	30 1:30 Career Center Seminar	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>				

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-----IN PERSON-----

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
- ~ 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 for writing an effective résumé. Pre-Requisite: Must have attended the Career Center Seminar.

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

Job Corps – free residential career training and education program for low-income adults ages 16 through 24

Department of Transitional Assistance – for low-income individuals and families to meet their basic needs, improve their quality of life, and achieve long term economic self-sufficiency.

Worcester Public Schools - offers two different adult education programs:

- Adult Learning Center - English as a Second Language instruction, along with programs to support those age 16 and older to receive their high school equivalency degree, either a HiSET or GED.
- Night Life: career technical education/workforce development programs in various trades (i.e. automotive, plumbing, construction)

-----VIRTUAL-----

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