

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



**PRIORITY OF SERVICE TO OUR VETERANS**

**FEBRUARY 2024**

MassHireCentralCC.com

Facebook.com/masshirecentralcc/



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

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

*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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### ~~~~~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 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.

**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~~~~~

**Bounce Information Session** – provides information about the Bounce Program™ which is a work-readiness training program unlike any other.

**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