

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



PRIORITY OF SERVICE TO OUR VETERANS



March 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	1 9:30 Career Center Seminar	2 1:30 Career Center Seminar 1:30 Exploring Your Occupational Options	3 10:00 Training Information Meeting
6 9:30 Career Center Seminar	7 1:30 Career Center Seminar	8 9:30 Career Center Seminar 1:30 Resume Writing	9 9:30 Career Center Seminar	10 10:00 Training Information Meeting
13 9:30 Career Center Seminar	14 1:30 Career Center Seminar	15 9:30 Career Center Seminar 1:30 The Interview	16 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	17 10:00 Training Information Meeting
20 9:30 Career Center Seminar	21 1:30 Career Center Seminar	22 9:30 Career Center Seminar 1:30 Resume Writing	23 9:30 Career Center Seminar	24 10:00 Training Information Meeting
27 9:30 Career Center Seminar	28 1:30 Career Center Seminar	29 9:30 Career Center Seminar	30 10:00 Manufacturing, Trades & Construction Job Fair 1:30 Career Center Seminar	31 10:00 Training Information Meeting
<p><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></p>				

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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. 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

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

Manufacturing, Trades & Construction Job Fair – (2 Hours) – In person event with up to 18 local employers from the manufacturing, trades and construction industries.