

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





**PRIORITY OF SERVICE TO OUR VETERANS**

**APRIL 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			
<b>3</b> 9:30 Career Center Seminar	<b>4</b> 1:30 Career Center Seminar	<b>5</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>6</b> 9:30 Career Center Seminar	<b>7</b> 10:00 Training Information Meeting
<b>10</b> 9:30 Career Center Seminar	<b>11</b> 1:30 Career Center Seminar	<b>12</b> 9:30 Career Center Seminar 1:30 The Interview	<b>13</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>14</b> 10:00 Training Information Meeting
<b>17</b> <b>OFFICE CLOSED</b>	<b>18</b> 1:30 Career Center Seminar	<b>19</b> 9:30 Career Center Seminar 1:30 Resume Writing	<b>20</b> 10:00 Hospitality, Food & Lodging Job Fair 1:30 Career Center Seminar	<b>21</b> 10:00 Training Information Meeting
<b>24</b> 9:30 Career Center Seminar	<b>25</b> 1:30 Career Center Seminar	<b>26</b> 9:30 Career Center Seminar	<b>27</b> 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	<b>28</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. 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

**Hospitality, Food & Lodging Job Fair – (2 Hours)** – In person event with up to 18 local employers from the hospitality, food and lodging industries.