

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





PRIORITY OF SERVICE TO OUR VETERANS

MAY 2023

MassHireCentralCC.com
 Facebook.com/masshirecentralcc/



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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 9:30 Career Center Seminar	2 9:30 Career Center Seminar	3 9:30 Career Center Seminar	4 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	5 10:00 Training Information Meeting
8 9:30 Career Center Seminar	9 1:30 Career Center Seminar	10 9:30 Career Center Seminar 1:30 Resume Writing	11 9:30 Career Center Seminar	12 10:00 Training Information Meeting
15 9:30 Career Center Seminar	16 1:30 Career Center Seminar 11:00 MASSHIRE CENTRAL JOB FAIR @ the DCU Center	17 9:30 Career Center Seminar 1:30 The Interview	18 9:30 Career Center Seminar 1:30 Exploring Your Occupational Options	19 10:00 Training Information Meeting 10:00 Bounce Info Session (virtual)
22 9:30 Career Center Seminar	23 1:30 Career Center Seminar	24 9:30 Career Center Seminar 1:30 Resume Writing	25 9:30 Career Center Seminar	26 10:00 Training Information Meeting
29 OFFICE CLOSED	30 1:30 Career Center Seminar	31 9:30 Career Center Seminar	 Job Corps Admission Counselor on site every Monday	 DTA Full Engagement Worker on site from 10 – 12 every other Tuesday
<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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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 | ~ MS PowerPoint 2019 |
| ~ Accounting Fundamentals | ~ MS Publisher 2019 |
| ~ Business Planning | ~ QuickBooks 2015 |
| ~ MS Excel 2019 | ~ MS Word 2019 |
| ~ MS Outlook 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

BOUNCE Info Session – In this VIRTUAL session facilitated by Bounce Certified Trainers. participants will learn about a free, four-day, innovative course available to MassHire members who are ready to take charge of their lives and build the skills needed for success.

MASSHIRE CENTRAL JOB FAIR (4 Hours) – The DCU Center, located at 50 Foster St., Worcester, MA, will host the MassHire Central Job Fair on Tuesday, May 16 from 11:00 a.m. to 3:00 p.m. Guests should enter Door 1 or Door 2 of the Convention Center. Join Central Massachusetts' Largest Job Fair! Featuring major employers from the Central MA area. Bring your resume, meet employers, and find your next great job!