



# JANUARY 2018

There will be no Computer classes until further notice... Thank you for your patience.

To register for or cancel a Workshop, Seminar or Event, please call 508-732-5300

Note: Workshop Dates/Times Subject to Change

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1  <b>Career Center closed</b></p> 	<p>2</p>	<p>3  <b>Resume Review</b>                      (by appointment)</p>	<p>4  <b>Resume &amp; Cover Letter</b>                      9:30am -12:00pm   <b>Financial Tips During Hard Times I</b>                      1:00pm -3:00pm</p>	<p>5  <b>Elearning</b>                      2:00pm-3:00pm</p>
<p>8  <b>TORQ Think Outside of The "Occupational" Box<sup>5</sup></b>                      (by appointment)</p>	<p>9</p>	<p>10  <b>How to Turn an Interview into a Job (Stage 1)</b>                      1:30pm-4:00pm</p>	<p>11  <b>Interviewing Basics</b>                      9:30am-12:00pm   <b>Financial Tips During Hard Times II</b>                      1:00pm -3:00pm</p>	<p>12</p>
<p>15  <b>Career Center closed</b>   <i>"Faith is taking the first step even when you don't see the whole staircase."</i>                      Martin Luther King, Jr.</p> 	<p>16</p>	<p>17  <b>How to Turn an Interview into a Job (Stage 2)</b>                      1:30pm-4:00pm</p>	<p>18  <b>Massasoit Information Session</b>                      10:00am-11:00am</p>	<p>19  <b>Elearning</b>                      2:00pm-3:00pm</p>
<p>22  <b>Resume &amp; Cover Letter</b>                      9:30am -12:00pm</p>	<p>23</p>	<p>24  <b>Resume Review</b>                      (by appointment)</p>	<p>25  <b>Interviewing Basics</b>                      9:30am-12:00pm</p>	<p>26</p>
<p>29  <b>TORQ Think Outside of The "Occupational" Box<sup>5</sup></b>                      (by appointment)</p>	<p>30</p>	<p>31</p>		
<p><b>The Career Center Seminar</b>                      Is designed to inform customers of the many services, programs and events offered                       Career Center Seminars are 2 – 2 1/2 hours in length. Please plan accordingly.  <b>Seminars are Held on:</b>                      Tuesdays: 9:30am &amp; 1:00pm                      Wednesdays: 10:00am</p>			<p><b>GED and ESOL Program Advisor</b>                      Tuesdays 10am-12:00pm and Wednesdays 1:00pm-3:00pm</p>	

**Career Center Hours of Operation**

Monday, Tuesday, Thursday & Friday: 8:30am - 4:30pm and Wednesday: 9:30am - 4:30pm

Plymouth Career Center is an EEO/AA Employer. Auxiliary aids or services are available upon request to individuals with disabilities

### Job Search Workshops

**College Navigation-** Provide direct services through academic and career coaching, college transition services, and referral services for Massasoit Community College.

**Federal Job Search Tips -** Learn the ins and outs of navigating the Federal job system, resume format, targeting the job titles and grade

**Interviewing Basics -** Includes practical pointers on marketing yourself effectively during the interview.

**Mock Interviews -** Participant will be given the opportunity to practice interviewing in a formal interviewing setting and be given feedback after the mock interview.

**Introduction to Mass CIS <sup>L3</sup> - Prerequisite: Basic PC Skills**

On line interactive system providing info on occupations. Participants will complete a self-scored assessment survey to help them identify occupational interests, values, and abilities.

**Mature Workers Job Search Tips -** Participants will gain an a greater understanding of potential age-related biases and specific strategies to aid participants in developing a successful job search

**Résumé & Cover Letter Seminar -** Participants will learn key concepts about Résumé writing including formats, summaries and accomplishment statements. Also, will discuss cover letters and other correspondence

**Résumé & Cover Letter Critique – Prerequisite: Bring 8 copies of your "typed" Résumé to share with other participants. Receive constructive criticism from workshop facilitator**

**Salary Negotiations -** Learn negotiating techniques as well as how to negotiate salary based on the "Market Value" of a position.

**Small Business Administration Overview –** Understanding of SBA programs and services available to prospective or current entrepreneurs needing assistance in starting or expanding a business.

**TORQ - Think Outside of the "Occupational" Box – Prerequisite: Advanced PC Skills and an Email Acct.:** Facilitator will use TORQ®, an online assessment tool which guides jobseekers in accessing skill transferability comparisons

### Self-Directed Resource Room Services

**Support for Individuals with Disabilities:** Auxiliary aids or services are available upon request. Speak with Job Specialist for assistance.

### Reference Library

The library includes an extensive collection of subjects authored by experts in the employment field. Reference materials cover a wide range of job search topics addressing employment strategies and issues encountered by job seekers. Books are for use in the career center.

### Directions to the Plymouth Career Center

36 Cordage Park Circle, Suite 200

- From Route 3 North or South, take Exit 9
- Turn onto Rte 3A South — follow 3A South approximately 1.7 mi
- At traffic light, take left into Cordage Commerce Center
- Take first right onto Cordage Park Circle— follow road to stop sign, you are directly facing building 36

### Computer Workshop Level

**Participants MUST meet minimum Workshop prerequisite**

Use the "LEVELS" as a guideline to assess your computer skills

**Level 1 =** Beginner/Novice

**Level 2 =** Basic Keyboarding and Mouse Skills

**Level 3 =** Intermediate Keyboarding, Mouse and Word Processing Skills

**Level 4 =** Moderate Keyboarding, Mouse and Word Processing Skills

**Level 5 =** Advanced Keyboarding, Must know Copy and Paste

### Computer Workshops

**Intro to PC's <sup>L1</sup> :** Learn computer fundamentals, including components of a PC, how to navigate Windows desktop, keyboard & mouse, cut/copy/save, access an e-mail account, attach documents and search internet.

**Word Basics <sup>L2</sup> Prerequisite: Must have basic PC, keyboarding and mouse skills.**

Learn Word processing fundamentals for creating a new document, saving files, setting margins, tabs, page layout, entering and formatting text. Apply cut/copy/paste for editing and use spell check.

**Editing Word Documents <sup>L3</sup> Prerequisite: Word basic skills, intermediate keyboarding and mouse skills.**

Become more familiar with the overall functions of Word. Apply Word processing formatting skills to edit documents, enhance and control text alignment, apply bullets, and manage headers/footers.

**Internet Job Search Overview: Prerequisite <sup>L2</sup>:** Computer Skills & email account. Prepare for your online job search. Tips on resume/cover letter writing, email etiquette/signature, & saving/accessing digital documents.

**Internet Job Search Hands-On: Prerequisite <sup>L3</sup>:** Internet search skills, email account & digitally accessible resume. Learn JobQuest & other job site fundamentals. Basic/advanced online job search & application tips.

**E-Learning <sup>L2</sup> –** This self-paced tutorial offers: computer software applications. **Prerequisite:** Must have a valid e-mail address and have a basic understanding of computers and the internet

**Excel Basics<sup>L4</sup> - Prerequisite: Knowledge of MS Word and Must know how to use a mouse.** Learn the basics on how to create spreadsheets.

**LinkedIn <sup>L3</sup> – Prerequisite: Must have resume on flash drive, email address, AND a LinkedIn account already set up**

**MS Office Objects & PowerPoint Workshop <sup>L5</sup> - Prerequisite: Must have strong Copy and Paste Skills for embedding objects into slides. Learn the basic functions of Objects and basics of PowerPoint.**

### Policies and Procedures for All Workshop Registrations

#### SIGN-UP PROCEDURE

- In person (walk-in) and over the telephone and on a first-come first-served basis; slots will not be held/saved for customers.
- If you are registering for a workshop that has a prerequisite, you will need to meet all of the prerequisite requirements

#### POLICIES

- Customers may sign up for a maximum of four (4) computer related workshops per month
- All workshops begin on time, late customers will not be allowed to attend and their slot will be forfeited to a customer on the stand-by list or a walk-in
- To cancel a workshop, please call the career center at least one (1) day prior to the beginning of the workshop – if you neglect to notify the career center you will be recorded as a no-show (see exception to extenuating circumstances on detailed flyer at front desk)