



# Quincy Career Center



152 Parkingway, Quincy, MA 02169

**APRIL 2017**

617-745-4000 [www.southshorecareercenters.org](http://www.southshorecareercenters.org)

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>Massasoit Navigator <u>9:30 a.m. – 12:30 p</u></p>	<p>4 <u>Career Club 10 a.m.</u> Resume Development &amp; Cover Letter <u>10 a.m.-12N</u> Massasoit College Info <u>10 a.m.-12 N</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>5 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p><b><u>JOB FAIR</u></b> <b><u>12N – 2 p.m.</u></b></p>	<p>6 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Networking <u>2:00-4:00 p.m.</u></p>	<p>7 Resume Review Register for ½ hr. appointment @ front desk.</p> <p><u>9:00 – 11:30 a.m.</u></p>
<p>10 Massasoit Navigator <u>9:30 a.m. – 12:30 p</u></p> <p>Salary Negotiation <u>10 a.m. – 12 N</u> Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>11 <u>Career Club 10 a.m.</u> Manet Health <u>9:30 a.m. – 11:30 a.m.</u></p> <p>Interviewing Basics <u>10 a.m. – 12N</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>12 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p>	<p>13 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>TORQ <u>10 a.m. – 12N</u></p>	<p>14 Resume Review Register for ½ hr. appointment @ front desk.</p> <p><u>9:00 – 11:30 a.m.</u></p>
<p>17 <b>Patriot's Day</b></p> <p><b>The career center is closed.</b></p>	<p>18 <u>Career Club 10 a.m.</u></p> <p>Massasoit College Info <u>10 a.m.-12 N</u></p> <p>Financial Tips I <u>1 p.m. – 3 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>19 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>20 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Resume Development &amp; Cover Letter <u>2:00 p.m. – 4:00 p.m.</u></p>	<p>21 Resume Review Register for ½ hr. appointment @ front desk.</p> <p><u>9:00 – 11:30 a.m.</u></p> <p>E-Learning <u>10:30 – 11:00 a.m.</u></p>
<p>24 Massasoit Navigator <u>9:30 a.m. – 12:30 p</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>25 <u>Career Club 10 a.m.</u> Career Directions <u>10 a.m. – 12 N</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>Financial Tips II <u>1-3p.m.</u></p>	<p>26 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>SBA Seminar <u>10:30 a.m. – 12N</u></p> <p>Intro to Computers <u>1:00 p.m. – 3:00 p.m.</u></p>	<p>27 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>TORQ <u>10 a.m. – 12N</u></p>	<p>28 Resume Review Register for ½ hr. appointment @ front desk.</p> <p><u>9:00 – 11:30 a.m.</u></p>

The Career Center is an EEO/AA employer. Auxiliary aids or services are available upon request to individuals with disabilities.  
Last update: 4/5/2017

## Policies & Procedures for All Workshop Registrations

**Registration for workshops will be taken in person and by telephone (617.745.4000) on a first-come first-serve basis.**

**Please arrive 10-15 minutes prior to start of event. Late arrivals will not be permitted to attend.  
Cellphone use is not permitted in workshops.**

**Career Center Seminar:** Learn about a wide variety of services to help you with your job search.

*The Career Club:* An opportunity to meet weekly among peers to network. Topics regarding job searching, career direction, unemployment challenges and job swapping will be the focus of discussion. Guest speakers.

**Career Directions:** Complete an assessment tool to explore changing a career or a new career path.

**E-Learning:** Online learning tool for Microsoft Office and other software applications. Email is required.

**Excel:** Introduction to Microsoft 2013 spreadsheet application creating a work search log and payroll application. Computer skills are necessary.

**Federal Job Search I:** Understanding the Federal Job Process. This workshop is an overview for finding and applying for jobs within the Federal government.

**Federal Job Search II:** Understanding the Federal Résumé. This workshop will provide you with a guide to prepare a competitive Federal Résumé.

**Financial Survival Tips 1:** Guest Instructor. Workshop will provide an understanding of your options with mortgages, savings plans, IRAs, 401 (k), 403 (b) and existing retirement plans.

**Financial Survival Tips 2:** Guest Instructor. Tips and advice on how to protect and grow your retirement plan.

**Interview Basics:** Review difficult interview questions and learn how to market yourself effectively during the interview.

**Linked IN:** Introduction to largest online professional networking tool.

**Massasoit Navigator** provides direct services through academic and career coaching, college transition services, and referral services to Massachusetts One-Stop Career Center customers pursuing post-secondary education at the community college.

**Networking:** Workshop focuses on the process of networking and how to market yourself using your connections.

**PowerPoint:** Introduction to Microsoft 2013 slide presentation tool. Create a slide show utilizing pictures, tables and charts. . Prerequisite: Introduction to Computer and Introduction to Word. Keyboard and mouse skills are necessary.

**Quincy Community Action Programs, Inc. (QCAP)** is the leading private nonprofit organization in the Greater Quincy area dedicated to reducing poverty and helping low income people achieve self-sufficiency.

**Résumé Development:** This workshop identifies fundamentals of résumé writing including formats. It concentrates on the accomplishment statement and the concept of marketing yourself through the résumé.

**Salary Negotiations:** Learn how to negotiate your next salary and be prepared to negotiate when a job offer is presented.

**SBA Seminar:** Guest Instructor. Small Business Administration programs and services available to prospective or current entrepreneurs who need assistance starting or expanding a small business. Quarterly workshops.

**TORQ:** -Job search engine matches relevant transferable job opportunities for the job seeker. E-mail account is required.

**Word:** Introduction to Microsoft 2013 word processing tool. Emphasis on creating a document focusing on the home ribbon and page layout. Prerequisite: Introduction to Computer. Keyboard and mouse skills are necessary.