

# MARCH 2017

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
		1	2 Excel Basics 9:00am-1:00pm Interviewing Basics 9:30am-12:00pm	3
6 Resume & Cover Letter Critique 10:00am-12:00pm	7 Resume Review (by appointment) Financial Tips During Hard Times I 1:00pm -3:00pm	8 Resume Review (by appointment) How to Turn an Interview into a Job (Stage 1) 1:30pm-4:00pm	9 Intro to MassCIS L3 10:30am - 12:00pm Elearning 2:00pm-3:00pm	10 Linkedin Advanced 1:00pm-3:00pm
13 Resume Review (by appointment) Intro to PC's 10:30am-1:00pm	14 Mature Worker Job Search Tips 10:00am -12:00pm Financial Tips During Hard Times II 1:00pm -3:00pm	15 Massasoit Information Session 11:00am-12:00pm How to Turn an Interview into a Job (Stage 2) 1:30pm-4:00pm	16 MS Office Objects & PowerPoint L5 9:30am -12:00pm Resume & Cover Letter 9:30am -12:00pm	17
20 Resume & Cover Letter Critique 10:00am-12:00pm Word Basics L2 10:00am -1:00pm	21 Salary Negotiations 10:30am-12:30pm	22 How to Turn an Interview into a Job (Stage 3) 1:30pm-4:00pm	23 Resume & Cover Letter 9:30am -12:00pm TORQ Think Outside of The "Occupational" Box 5 10:30am- 11:30am Elearning 2:00pm-3:00pm	24 Internet Job Search Overview & Hands-On 10:00am-12:00pm Linkedin Basics 1:00pm-3:00pm
27 Resume Review (by appointment) Editing Word Documents L3 10:00am -1:00pm	28 Mature Worker Job Search Tips 10:00am -12:00pm	29	30 Excel Basics 9:00am-1:00pm	31
<b>College Navigation</b> Wednesdays by appointment (10:00am-11:30pm)				
<b>The Career Center Seminar</b> Is designed to inform customers of the many services, programs and events offered <b>Seminars are Held on:</b> Tuesdays: 9:30am & 1:30pm Wednesdays: 10:00am Career Center Seminar are 1 ½ - 2 hours in length				

### 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)