

May, 2017

www.southshorecareercenters.org

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 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>2 Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>3 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>TORQ <u>1:30 p.m.-3:30 p.m.</u></p>	<p>4 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Networking <u>2:00-4:00 p.m.</u></p>	<p>5</p>
<p>8 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>9 <u>Career Club 10 a.m.</u> Manet Health <u>10– 11:30</u> <u>Norfolk (Volunteer Program)</u> RSVP 1 p.m. Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>10 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Intro to Computers <u>1:00 p.m. – 3:00 p.m.</u></p>	<p>11 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Salary Negotiation <u>2:00 p.m. – 4:00 p.m.</u></p>	<p>12</p>
<p>15 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>16 <u>Career Club 10 a.m.</u> Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>17 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>E-Learning <u>10:30 – 11:00 a.m.</u></p>	<p>18 Career Center Seminar <u>10:00 a.m.-12 noon</u></p> <p>JOB FAIR @ LOMBARDO RANDOLPH <u>1:00 p.m. -4:00 p.m. -</u></p>	<p>19</p>
<p>22 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>23 <u>Career Club 10 a.m.</u> <u>Massasoit College 10 am</u> Interviewing Basics <u>10 a.m. – 12N</u> Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u> <u>Financial Tips I 1-3p.m.</u></p>	<p>24 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>TORQ <u>1:30 p.m.-3:30 p.m.</u></p>	<p>25 Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Resume Dev/Cover Letter <u>2– 4:00 p.m.</u></p>	<p>26</p>
<p>29 Memorial Day The Career Center will be closed</p>	<p>30 Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p><u>Financial Tips II 1-3p.m</u></p>	<p>31 Career Center Sem. <u>10:00 a.m.-12 noon.</u> Career Center Sem. <u>1:30 p.m. – 3:30 p.m.</u></p>		

Policies And 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.

