

Quincy Career Center

152 Parkingway Quincy, MA 02169 | 617-745-4000 | Visit us online: southshorecareercenters.org

October, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>3</p> <p>Career Center Seminar <u>10:30 a.m. – 12:30 p.m.</u></p> <p>Quincy College Info Session <u>10 a.m. – 12 noon</u></p> <p>Norfolk County Volunteer Program (RSVP) <u>1 p.m.</u></p> <p>GED/ESOL Advisor <u>1:00-3:00 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>4</p> <p>Career Center Sem. <u>10:00 a.m.-12 noon</u></p> <p>Intro to Computers <u>10:30-12:30 p.m.</u></p> <p>TORQ <u>2:00 p.m.-4:00 p.m.</u></p>	<p>5</p> <p>Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Interviewing Basic <u>10 a.m. – 12 noon</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>Resume Development & Cover Letter <u>2:00 p.m.– 4:00 p.m.</u></p>	<p>6</p>
<p>9</p> <p>COLUMBUS DAY</p> <p>The career center will be closed and will reopen on Tuesday @ 9:30 a.m.</p>	<p>10</p> <p>Manet Health <u>10– 11:30</u></p> <p>Massasoit College Info Session <u>10 a.m. – 12 noon</u></p> <p>Career Center Seminar <u>10:30 a.m. – 12:30 p.m.</u></p> <p>GED/ESOL Advisor <u>1:00-3:00 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>11</p> <p>Career Center Sem. <u>10:00 a.m.-12 noon.</u></p> <p>Navigating Online applications <u>10:30 a.m.- 12 Noon</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>Operation ABLE. & SCSEP Info Session <u>1:00 p.m. – 3:00 p.m.</u></p> <p>Intro to LinkedIN <u>2:00 p.m. – 4:00 p.m.</u></p>	<p>12</p> <p>Career Center Seminar <u>10:00 a.m.-12 noon.</u></p> <p>Resume Development & Cover Letter <u>10:30 a.m. – 12 noon</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>Salary Negotiation <u>2:00 p.m. – 4:00 p.m.</u></p>	<p>13</p> <p><u>Professional Staff Development Day</u></p> <p><u>Career Center will open at 12 noon.</u></p>
<p>16</p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>17</p> <p>Career Center Seminar <u>10:30 a.m. – 12:30 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>GED/ESOL Advisor <u>1:00-3:00 p.m.</u></p>	<p>18</p> <p>Career Center Sem. <u>10:00 a.m.-12 noon.</u></p> <p>TORQ <u>2:00 p.m.-4:00 p.m.</u></p>	<p>19</p> <p>Career Center Sem. <u>10:00 a.m.-12 noon</u></p> <p>Career Center Sem. <u>1:30 p.m. – 3:30 p.m.</u></p> <p><u>Job Fair @ Lombardo, Randolph 1:00 p.m. -4 p.m.</u></p>	<p>20</p> <p><u>Professional Staff Development Day</u></p> <p><u>Career Center will open at 12 noon.</u></p>



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<p>23</p> <p><u>E-Learning</u> 10:30 – 11:00 a.m.</p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>24</p> <p>Manet Health <u>10– 11:30</u></p> <p><u>Massasoit College</u> <u>Info Session</u> 10 a.m. – 12 noon</p> <p>Career Center Seminar <u>10:30 a.m. – 12:30 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>GED/ESOL Advisor <u>1:00-3:00 p.m.</u></p> <p>Financial Survival Tips I <u>1-3p.m.</u></p>	<p>25</p> <p>Career Center Sem. <u>10:00 a.m.-12 noon.</u></p> <p>Advanced LinkedIN <u>2:00 p.m. – 4:00 p.m.</u></p> <p>Building Pathways (Building Trades Pre-Apprenticeship Program) <u>1:00 p.m. – 3 p.m.</u></p>	<p>26</p> <p>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>Career Directions <u>10:30 a.m. – 12:30 p</u> Networking <u>2:00-4:00 p.m.</u></p>	<p>27</p> <p>Job Search for Mature Workers <u>10 a.m.-12 noon</u></p>
<p>30</p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p>	<p>31</p> <p>Career Center Seminar <u>10:30 a.m. – 12:30 p.m.</u></p> <p>Career Center Seminar <u>1:30 p.m. – 3:30 p.m.</u></p> <p>GED/ESOL Advisor <u>1:00-3:00 p.m.</u></p> <p>Financial Survival Tips II <u>1-3p.m.</u></p>			



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Career Center Seminar: Learn about a wide variety of services to help you with your job search.
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.
Financial Survival Tips 1: Guest Instructor. Workshop will provide an understanding of your options with mortgages, savings plans, IRs, 401 (k), 403 (b) and existing retirement plans. Financial Survival Tips 2: 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.
Mature Worker Job Search: Participants will gain a greater understanding of potential age related biases and specific strategies to assist in developing a successful job search.
Navigating Online Applications: Assist jobseeker with the process of applying online for positions and guidance with behavioral questions. Prerequisites: Computer skills, memory stick with résumé, cover letter and references saved.
Networking: Workshop focuses on the process of networking and how to market yourself using your connections.
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.
TORQ: -Job search engine matches relevant transferable job opportunities for the job seeker. E-mail account is required.