



# MHS WORKSHOPS AND EVENTS

# JAN 2019

**WORKSHOP ATTENDANCE POLICY:** All activities begin at the scheduled time. Members must check in at reception at least 10 minutes in advance. No one will be admitted once a workshop has begun.

**TO SEE IF THE CENTER IS OPEN:** PLEASE SEE OUR NEW WEB SITE: [www.masshirespringfield.org](http://www.masshirespringfield.org) OR CHANNEL 22, AFTER 7 AM.

PLEASE VISIT OUR WEB SITE FOR JOB POSTINGS AND JOB SKILLS RESOURCES : [www.masshirespringfield.org](http://www.masshirespringfield.org)

MHS Career Center, One Federal Street, Building #103- 3, Springfield, MA 01105 413-858-2800

Mon: 8:30 - 4:30	Tue: 8:30 - 4:30	Wed: 8:30 - 7:00***	Thu: 8:30 - 3:00	Fri: 8:30 - 4:30
<p><b>Google !</b>  <b>GOOGLE WORKSHOPS ARE NOW AT MHS! CHECK OUR LISTING OF NEW SESSIONS AND SIGN UP TODAY !</b>            *****  <b># Resume Critique</b>            Please sign up at our front desk for a 15 minute resume review.</p>	<p><b>1</b>  <b>NEW YEAR'S DAY</b>  <b>CENTER CLOSED</b></p>	<p><b>2</b>            Reunión de Bienvenida 10:00-11:30            Word (1- Pt 1) (\$) 9:00-12:00            WIOA Assessment 12:30-4:30            (* prior approval required)</p>	<p><b>3</b> Closed 3:00 every Thursday            Resume Critique# 9:00-10:30            Word (1- Pt 2) (\$) 9:00-12:00  <a href="#">Job Search using TORQ 10:30-11:30</a></p>	<p><b>4</b>  <b>Welcome Meeting</b> 10:00-11:30  <a href="#">Using Your USB Flash Drive 9:00-11:00</a>  <b>HCC Info Session</b> 9:00-12:00</p>
<p><b>7</b>  <b>Welcome Meeting</b> 10:00-11:30  <a href="#">Organize Files in Microsoft OneDrive 9:00-11:00</a>  <b>GOOGLE : Learn Google Docs 1:00-3:00</b></p>	<p><b>8</b>            Resume Critique# 9:00-10:30  <a href="#">Intro To Computers (1) 9:30-11:30</a>  <a href="#">Create Your Job Search Plan &amp; Brand 10:30-12:30</a>  <a href="#">Mature Workers 2:00-4:00</a></p>	<p><b>9</b>            Reunión de Bienvenida 10:00-11:30  <b>GOOGLE: (PT1) Intro to G Mail &amp; Google Docs 9:00-11:30</b>            Intro To Computers(2) 1:00-4:00            PFT Pre-Test 1:00-2:30</p>	<p><b>10</b> Closed 3:00 every Thursday            Resume Critique# 9:00-10:30  <b>GOOGLE: (PT2) Intro to G Mail &amp; Google Docs 9:00-11:30</b>            Intro To Computers (3) 1:00-3:00  <a href="#">What Work Do You Want To Do ? 1:00-3:00</a></p>	<p><b>11</b>  <b>Welcome Meeting</b> 10:00-11:30  <b>Intro To Computers (4)</b> 9:00-11:00  <b>HCC Info Session</b> 9:00-12:00</p>
<p><b>14</b>  <b>Welcome Meeting</b> 10:00-11:30  <b>WEBINAR : Introduction to Pivot Tables 10:00-11:00</b>            *****  <b>MHS JOB FAIR 4:00-7:00 BASKETBALL HALL OF FAME</b></p>	<p><b>15</b>            Resume Critique# 9:00-10:30            Word (2) (\$) 9:00-12:00  <a href="#">Advanced Resume Techniques 1:00-4:00</a>  <b>GOOGLE: Google Sheets for Beginners 1:00-3:00</b></p>	<p><b>16</b>            Reunión de Bienvenida 10:00-11:30            (* prior approval required)            Excel (1) (\$) 9:00-12:00            WIOA Assessment 12:30-4:30            (* prior approval required)</p>	<p><b>17</b> Closed 3:00 every Thursday            Resume Critique # 9:00-10:30  <b>GOOGLE: Create Google Spreadsheets (PT 1) 9:00-11:00</b>  <b>GOOGLE: Create a Resume in Google Docs 1:00-3:00</b>  <b>Job Search Letters 1:00-3:00</b></p>	<p><b>18</b>  <b>Welcome Meeting</b> 10:00-11:30  <b>GOOGLE: Create Google Spreadsheets (PT 2)</b> 9:00-11:00  <b>HCC Info Session</b> 9:00-12:00  <a href="#">Aplicar en Linea 1:30-3:30</a></p>
<p><b>21</b>            MARTIN LUTHER KING JR. DAY  <b>CENTER CLOSED</b></p>	<p><b>22</b>            Resume Critique# 9:00-10:30            PowerPoint (\$) 9:00-12:00  <a href="#">Effective Interviews 10:30-12:30</a>  <a href="#">Salary Negotiations 2:00-4:00</a></p>	<p><b>23</b>            Reunión de Bienvenida 10:00-11:30            PFT Pre-Test 1:00-2:30            Excel (2) (\$) 9:00-12:00</p>	<p><b>24</b> Closed 3:00 every Thursday            Resume Critique # 9:00-10:30            Interview Coach 8:30-12:30            ( By appointment only)  <b>GOOGLE: Docs, Sheets &amp; Slides (Pt1) 9:00-11:30</b>  <b>Creacion De Resume 1:00-3:00</b></p>	<p><b>25</b>  <b>Welcome Meeting</b> 10:00-11:30  <b>GOOGLE: Docs, Sheets &amp; Slides (Pt2) 9:00-11:30</b>  <b>HCC Info Session</b> 9:00-12:00</p>
<p><b>28</b>  <b>Welcome Meeting</b> 10:00-11:30  <b>GOOGLE Drive: Organize Files 9:00-11:00</b>  <b>GOOGLE: Job Search &amp; Tracking With Google 1:00-3:00</b></p>	<p><b>29</b>            Resume Critique# 9:00-10:30            Word (3) (\$) 9:00-12:00  <b>WEBINAR: Salary Negotiations 1:00-2:00</b></p>	<p><b>30</b>            Reunión de Bienvenida 10:00-11:30            Excel (3) (\$) 9:00-12:00            WIOA Assessment 12:30-4:30            (* prior approval required)</p>	<p><b>31</b> Closed 3:00 every Thursday            Resume Critique # 9:00-10:30  <b>Online Class: Mail Merge 9:00-12:00</b>  <b>GOOGLE: Create a Resume in Google Docs 1:00-3:00</b>  <b>Explaining GAPS In Your Work History 1:00-3:00</b></p>	<p><b>Computer Workshops (\$)</b>            Require a Prove It! test score of 80 or better for all classes, (other than Word 1), with testing by appointment . Call Sharon Benoit at 413.858.280 8 for details.</p>

# JANUARY 2019 Workshops at MHS Career Center

Register for our no-cost workshops in our Resource Room, or on our WEB SITE: [masshirespringfield.org](http://masshirespringfield.org)

Click on "Job Seeker" & "Workshop Sign Up," & follow the easy three step registration **OR CALL: (413) 858-2800.**

Individuals requiring accommodations for a workshop or event should contact us in advance, so that appropriate resources can be provided. **NOTE:** Some resources need up to 2 or 3 weeks to arrange.

**Welcome Meeting / New Member Orientation:** Every Monday AND Friday at 10:00 AM. Career Center services & resources

**Reunión de Bienvenida :** MIERCOLES a las 10:00 AM Una introducción de servicios del Centro de Carrera y del Salón de Recurso.

**Advanced Resume Techniques** Tues, Jan 15, 1:00-4:00: **Bring your current resume.** Update to an effective skills based resume; market to today's competitive workforce; emphasize qualifications & experience & transferable skills.

**APLICAR EN LINEA:** Viernes, Enero 18, 1:30-3:30. Explicación en como aplicar para trabajos en línea electrónica. Como proteger su identidad y manejar su Résumé en forma electrónica.

**CREACIÓN DE RÉSUMÉ:** Jueves, Enero 24, 1:00-3:00. Una guía paso por paso utilizando un sistema electrónico para crea su Résumé. Se aprende como grabar el resume en una memoria portable y en su correo electrónico.

**Create Your Job Search Plan & Brand** Tues, Jan 8, 10:30-12:30. Develop your job search plan. Learn techniques & resources to help get you hired. Develop an elevator speech defining your brand & what you can do for potential employers. Use networking to build relationships to find your next job.

**Effective Interviews** Tues, Jan 22, 10:30-12:30. Preparation and presentation tips, and strategies for difficult interview questions!

**Explaining GAPS In Your Work History** Thurs, Jan 31, 1:00-3:00. Learn how and when to explain a work absence in interviews, resumes, and applications. Includes staying positive and showing you're the best person for the job! Bring your resume.

**WEBINAR: Introduction to Pivot Tables:** Mon Jan 14, 10:00-11:00.

**WEBINAR: Salary Negotiations** Tues, Jan 29, 1:00-2:00 Should you just take the salary offered? What's your total compensation package? Learn negotiation strategies, and ways to decide.

**GOOGLE: Intro to G Mail & Google Docs: (2 days)** Weds/Thurs, Jan 9 & 10, **BOTH** 9:00-11:30, Learn to use Google Docs, and Gmail, to create, collaborate and share documents.

**GOOGLE: Create a Resume In Google Docs:** Thursdays, Jan 17 **OR** Jan 31, **BOTH** 1:00-3:00. Write a resume in Google that captures who you are and impresses decision makers!

**GOOGLE: Docs, Sheets & Slides:** Thurs/ Fri, Jan 24 & 25, **BOTH** 9:00-11:30. Learn to manage a project by creating a charter document, track project details in a spreadsheet & build a presentation.

**GOOGLE: Learn Google Docs:** Mon, Jan 7, 1:00-3:00 : Create a Google doc, insert a table, and learn to format for readability.

**GOOGLE: Google Sheets for Beginners:** Tues, Jan 15, 1:00-3:00 Learn spreadsheet basics & digital tools to organize a group project in a spreadsheet.

**GOOGLE Sheets: Create Google Spreadsheets:** Thurs & Fri, Jan 17 & 18, **BOTH** 9:00-11:00. Learn both basic and advanced features Of Google Sheets as you create sheets to budget and track spending.

**GOOGLE Drive: Organize Files** - Mon, Jan 28, 9:00-11:00. Learn how to use Google Drive to store, access, and share files such as documents, presentations, forms, and photos in one central place.

**GOOGLE: Job Search & Tracking With Google:** Mon, Jan 28, 1:00-3:00. Learn Google to find jobs on line, create a spreadsheet to track your progress.

**Interview Coach/MOCK INTERVIEWS: (by appointment ONLY)** Thurs, Jan 24, 8:30 -12:30. Contact an MHS Career Specialist to schedule a half hour mock interview & feedback session. Test your best presentation skills with a real HR expert, and be ready for the real thing !

**Introduction to Computers - A FOUR DAY COURSE:** Tues, Jan 8, 9:00-11:30, Weds, Jan 9, 1:00-4:00, Thurs, Jan 10, 1:00-3:00, & Fri, Jan 11, 9:00-11:00. Learn the basics to computers for job search ! Use the keyboard & mouse, create & print a letter, & surf the internet for jobs.

**Job Search Letters** Thurs, Jan 17, 1:00-3:00. Learn effective strategies for cover letters, thank you notes, and more! Describe your qualifications with confidence to maximize the possibility of interviews. Includes samples.

**Job Search Using TORQ:** Thurs, Jan 3 10:30-11:30 Learn about a free, online program (TORQ) to identify your transferable skills and connect to open jobs! Also recommended: What Work Do You Want To Do?

**PFT Pre-Test** Wednesdays, Jan 9 **OR** 23, 1:00 to 2:30. This workshop explains training, researching training vendors, types of training & financial aid.

**PREREQUISITE: Prior approval required.** **A Career Specialist must meet with you & sign you up for this workshop.**

**Resume Critique:** Tuesdays, Jan 8, 15, 22, **OR** 29, and Thursdays, Jan 3, 10, 17, 24 **OR** 31, **ALL** 9:00-10:30. **Please sign up at our front desk to arrange a 15 MINUTE resume review.** Be sure to bring your resume & job postings you are applying for.

**Salary Negotiation** Tues, Jan 22, 2:00-4:00 Should you just take the salary offered? What's your total compensation package? Learn negotiation strategies, and ways to decide.

**Using Your USB/Flash Drive:** Fri, Jan 4, 9:00-11:00. Use a USB/Flash Drive to save & organize work, & why it is essential for job search.

**What Work Do You Want To Do ?** Thurs, Jan 10, 1:00-3:00 Learning about yourself is a key first step for all careers. Explore your interests, skills, and strengths and their link to your next job. Includes free, online resources. Also recommended: *Identify Your Work Skills: Job Search Using TORQ!*

**WIOA Assessment** Wednesdays, Jan 2, 16, **OR** 30, 12:30 to 4:30. **PREREQUISITE: Prior approval required.** **A Career Specialist must meet with you & sign you up for this workshop.**

**WORD I (PT 1 & PT 2)** Weds/Thurs, Jan 2 & 3, **BOTH** 9:00-12:00. Create a document, save it, close it, open it, make changes & print.