

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 OR CHANNEL 22, AFTER 7 AM.

PLEASE VISIT OUR WEB SITE FOR JOB POSTINGS AND JOB SKILLS RESOURCES : 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>Google ! GOOGLE WORKSHOPS ARE NOW AT MHS ! CHECK OUR LISTING OF NEW SESSIONS AND SIGN UP TODAY !</p>	<p># Resume Critique Please sign up at our front desk for a 15 minute resume review.</p>	<p>Computer Workshops (\$) Require a Prove It ! test score of <u>80</u> or better for all classes, (other than Word 1 or Excel 1), with testing by appointment. Call Sharon Benoit at 413.858.2808 for details.</p>		<p>1 Welcome Meeting 10:00-11:30 Using Your USB Flash Drive 9:00-11:00 HCC Info Mtg 9:00-12:00 STCC Info Mtg 1:00-3:00</p>
<p>4 Welcome Meeting 10:00-11:30 Organize Files in Microsoft OneDrive 9:00-11:00 GOOGLE : Learn Google Docs 1:00-3:00</p>	<p>5 Resume Critique# 9:00-10:30 Intro To Computers 9:00-12:00 Create Your Job Search Plan & Brand 10:30-12:00 What Work Do You Want To Do ? 2:00-4:00</p>	<p>6 Reunión de Bienvenida 10:00-11:30 Word (1- Pt 1) (\$) 9:00-12:00 PFT Pre-Test 1:00-2:30</p>	<p>7 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30 Word (1- Pt 2) (\$) 9:00-12:00 Finding Jobs On Line 1:00-3:00</p>	<p>8 Welcome Meeting 10:00-11:30 HCC Info Session 9:00-12:00</p>
<p>11 Welcome Meeting 10:00-11:30 GOOGLE: (PT1) Intro to G Mail & Google Docs 9:00-11:30 GOOGLE: Google Sheets for Beginners 1:00-3:00</p>	<p>12 Resume Critique# 9:00-10:30 Advanced Resume Techniques 1:00-4:00 WEBINAR : Word Tabs & Tables 10:00-11:00 GOOGLE: (PT2) Intro to G Mail & Google Docs 1:30-4:00</p>	<p>13 Reunión de Bienvenida 10:00-11:30 Excel (1) (\$) 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) Apply On Line 1:30-3:30 Job Search Letters 2:00-4:00</p>	<p>14 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 GOOGLE: Create a Slide Presentation in Google 9:00-12:00 GOOGLE: Create a Resume in Google Docs 1:00-3:00</p>	<p>15 Welcome Meeting 10:00-11:30 HCC Info Mtg 9:00-12:00 GOOGLE Docs: Using Styles & Tables 9:00-11:00 STCC Info Mtg 1:00-3:00</p>
<p>18 Welcome Meeting 10:00-11:30 Introduction to Word 9:00-11:00</p>	<p>19 Resume Critique# 9:00-10:30 Word (2) (\$) 9:00-12:00 Keys to Effective Interviews 10:30-12:30 Salary Negotiations 2:00-4:00</p>	<p>20 Reunión de Bienvenida 10:00-11:30 PFT Pre-Test 1:00-2:30 Excel (2) (\$) 9:00-12:00 Computadora Basica 1:30-3:30 Job Search using TORQ 2:00-3:00</p>	<p>21 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 Interview Coach 8:30-12:30 (By appointment only) GOOGLE: Create Google Spreadsheets (PT 1) 9:00-11:30 Creacion De Resume / Aplicar en Linea 1:00-3:00</p>	<p>22 Welcome Meeting 10:00-11:30 GOOGLE: Create Google Spreadsheets (PT 2) 9:00-11:30 HCC Info Mtg 9:00-12:00</p>
<p>25 Welcome Meeting 10:00-11:30 GOOGLE Drive: Organize Files 9:00-11:00 GOOGLE: Job Search & Tracking With Google 1:00-3:00</p>	<p>26 Resume Critique# 9:00-10:30 Word (3) (\$) 9:00-12:00 WEBINAR: Mature Workers 1:00-2:00</p>	<p>27 Reunión de Bienvenida 10:00-11:30 Excel (3) (\$) 9:00-12:00 Explaining GAPS In Your Work History 10:30-12:30 WIOA Assessment 12:30-4:30 (* prior approval required) Mature Workers 2:00-4:00</p>	<p>28 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 PowerPoint (\$) 9:00-12:00 GOOGLE: Create a Resume in Google Docs 1:00-3:00</p>	<p>29 Welcome Meeting 10:00-11:30 HCC Info Mtg 9:00-12:00 STCC Info Mtg 1:00-3:00</p>

MARCH 2019 Workshops at MHS Career Center

Register for our no-cost workshops in our Resource Room, or on our WEB SITE: 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, Mar 12, 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.

Computadora Basica: Miercoles, Marzo 20, 1:30-3:30. Aprenda la funciones básicas de la computadora, teclado, uso del ratón, y la terminología básica de la computadora.

CREACIÓN DE RÉSUMÉ/APLICAR EN LINEA: Jueves Marzo 21, 1:00-3:00. Una guía en preparar su Resume (historia laboral), y como aplicar para trabajos en línea electrónica.

Create Your Job Search Plan & Brand Tues, Mar 5, 10:30-12:00. 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.

Keys to Effective Interviews Tues, Mar 19, 10:30-12:30. Preparation and presentation tips, and strategies for difficult interview questions!

Explaining GAPS In Your Work History Weds, Mar 27, 10:30-12:30. 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: Word Tabs & Tables: Tues Mar 12, 10:00-11:00. Learn to use lists in Excel and Google. We will add drop-down lists and Vlookups., and summarize data with the Sumlf.

WEBINAR: Mature Workers Tues, Mar 26, 1:00-2:00. Career options for this important stage in life. Includes competitive job strategies for older workers, valuable resources, and perspective on aging, ageism, and the value of experience.

GOOGLE: Intro to G Mail & Google Docs: (2 days) Mon/Tues, Mar 11, 9:00-11:30, **AND** Mar 12, 1:30-4:00. Use Google Docs, and Gmail, to create, collaborate and share documents.

GOOGLE: Create a Resume In Google Docs: Thursdays, Mar 14 **OR** Mar 28, **BOTH** 1:00-3:00. Write a resume in Google that captures who you are and impresses decision makers!

GOOGLE: Create a slide presentation in Google: Thurs, Mar 14, 9:00-12:00 Learn to build and format a slide presentation.

GOOGLE DOCS: Using Slide & Tables: Fri., Mar 15, 9:00-12:00 Create a document that includes tables. Format the document using styles.

GOOGLE : Learn Google Docs: Mon, Mar 4, 1:00-3:00 : Create a Google doc, insert a table, and learn to format for readability.

GOOGLE: Google Sheets for Beginners: Mon. Mar 11, 1:00-3:00 Learn spreadsheet basics & digital tools to organize a group project in a spreadsheet.

GOOGLE Sheets: Create Google Spreadsheets: Thurs & Fri, Mar 21 & 22, **BOTH** 9:00-11:30. Learn both basic and advanced features Of Google Sheets as you create sheets to budget and track spending.

GOOGLE Drive: Organize Files - Mon, Mar 25, 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: Fri, Mar 15 **OR** Mon, Mar 25, **BOTH** 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, Mar 21, 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 !

Job Search Letters Weds, Mar 13, 2:00-4:00. 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: Weds, Mar 20, 2:00-4:00 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?

Mature Workers Weds, Mar 27, 2:00-4:00. More Americans work later in life than ever before. Join us to discuss career options for this important stage in life. Includes competitive job strategies for older workers, valuable resources, and perspectives on aging and the benefits of experience.

PFT Pre-Test Wednesdays, Mar 6 **OR** 20, 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, Mar 5, 12, 19, **OR** 26, and Thursdays, Mar 7, 14, 21, **OR** 28, **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, Mar 19, 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, Mar 1, 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 ? Tues, Mar 5, 2:00-4:00. 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, Mar 13, **OR** 27, 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, Mar 6 & 7, **BOTH** 9:00-12:00. Create a document, save it, close it, open it, make changes & print.