

**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>1</b> Welcome Meeting 10:00-11:30 <a href="#">Intro To Computers (1)</a> 9:00-12:00 <a href="#">GOOGLE : Learn Google Docs</a> 1:00-3:00</p>	<p><b>2</b> <a href="#">Word (1- Pt 1) (\$)</a> 9:00-12:00 CSA/ Pre-Test 1:00-2:30 <a href="#">Create Your Job Search Plan &amp; Brand</a> 10:30– 12:30 <a href="#">What Work Do You Want To Do ?</a> 2:00-4:00</p>	<p><b>3</b> Reunión de Bienvenida 10:00-11:30 Word (1- Pt 2) (\$) 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) <a href="#">Advanced Resume Techniques</a> 1:00-4:00 <a href="#">Computadora Basica</a> 1:30-3:30</p>	<p><b>4</b> Closed 3:00 every Thursday Resume Critique# 9:00-10:30 <a href="#">GOOGLE: (PT1) Intro to G Mail &amp; Google Docs</a> 9:00-11:30 <a href="#">Creacion De Resume/ Aplicar en Linea</a> 1:00-3:00</p>	<p><b>5</b> Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00 <a href="#">GOOGLE: (PT2) Intro to G Mail &amp; Google Docs</a> 9:30-12:00</p>
<p><b>8</b> Welcome Meeting 10:00-11:30 <a href="#">Organize Files in Microsoft OneDrive</a> 9:00-11:00 STCC Info Mtg. 11:30-12:30 <a href="#">GOOGLE: Google Sheets for Beginners</a> 1:00-3:00</p>	<p><b>9</b> <a href="#">WEBINAR: Create Documents Using Building Blocks</a> 10:00-11:00 <a href="#">Job Search using TORQ</a> 11:00-12:00 CSA/ Pre-Test 1:00-2:30 <a href="#">Job Search Letters</a> 2:00-4:00</p>	<p><b>10</b> Reunión de Bienvenida 10:00-11:30 <a href="#">Word (2) (\$)</a> 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) <a href="#">GOOGLE: Create a Resume in Google Docs</a> 1:30-3:30</p>	<p><b>11</b> Closed 3:00 every Thursday Resume Critique# 9:00-10:30 <a href="#">Excel (1) (\$)</a> 9:00-12:00</p>	<p><b>12</b> Welcome Meeting 10:00-11:30 <a href="#">Introduction to Word</a> 9:00-11:00 HCC Info Mtg. 9:00-12:00</p>
<p><b>15</b> <b>PATRIOT'S DAY</b>  CENTER CLOSED</p>	<p><b>16</b> <a href="#">GOOGLE: Create a Slide Presentation in Google</a> 9:00-12:00 CSA/ Pre-Test 1:00-2:30</p>	<p><b>17</b> Reunión de Bienvenida 10:00-11:30 Interview Coach 8:30-12:30 ( By appointment only) <a href="#">Word (3) (\$)</a> 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) <a href="#">Finding Jobs On Line</a> 1:30-3:30</p>	<p><b>18</b> Closed 3:00 every Thursday Resume Critique # 9:00-10:30 <a href="#">Excel (2) (\$)</a> 9:00-12:00 <a href="#">Apply On Line</a> 1:00-3:00</p>	<p><b>19</b> Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00</p>
<p><b>22</b> Welcome Meeting 10:00-11:30 <a href="#">Using Your USB Flash Drive</a> 9:00-11:00 STCC Info Mtg. 11:30-12:30</p>	<p><b>23</b> <a href="#">GOOGLE Docs: Using Styles &amp; Tables</a> 9:00-11:00 CSA/ Pre-Test 1:00-2:30</p>	<p><b>24</b> Reunión de Bienvenida 10:00-11:30 <a href="#">Excel (3) (\$)</a> 9:00-12:00 <a href="#">GOOGLE: Create a Resume in Google Docs</a> 1:30-3:30 WIOA Assessment 12:30-4:30 (* prior approval required)</p>	<p><b>25</b> Closed 3:00 every Thursday Resume Critique # 9:00-10:30 <a href="#">GOOGLE: Create Google Spreadsheets (PT 1)</a> 9:00-11:30 <a href="#">Keys to Effective Interviews</a> 10:30– 12:30 <a href="#">Salary Negotiation</a> 1:00-3:00</p>	<p><b>26</b> Welcome Meeting 10:00-11:30 <a href="#">GOOGLE: Create Google Spreadsheets (PT 2)</a> 9:00-11:30 HCC Info Mtg. 9:00-12:00</p>
<p><b>29</b> Welcome Mtg 10:00-11:30 <a href="#">GOOGLE Drive: Organize Files</a> 9:00-11:00 <a href="#">GOOGLE: Job Search &amp; Tracking With Google</a> 1:00-3:00 <a href="#">Explaining GAPS In Your Work History</a> 10:30-12:30 <a href="#">Mature Workers</a> 2:00-4:00</p>	<p><b>30</b> <a href="#">PowerPoint (\$)</a> 9:00-12:00 <a href="#">WEBINAR: Create Your Job Search Plan</a> 1:00-2:00 CSA/ Pre-Test 1:00-2:30</p>	<p><b>Google !</b> <b>GOOGLE WORKSHOPS ARE NOW AT MHS ! CHECK OUR LISTING OF NEW SESSIONS AND SIGN UP TODAY !</b></p>	<p><b>Computer Workshops (\$)</b> Require a Prove It ! test score of <b>80</b> 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><b># Resume Critique</b> Please sign up at our front desk for a 15 minute re-sume review.</p>

## APRIL 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** Weds, Apr 3, 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, Abril 3, 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 Abril 4, 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, Apr 2, 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.

**Keys to Effective Interviews** Thurs, Apr 25, 10:30-12:30. Preparation and presentation tips, and strategies for difficult interview questions!

**Explaining GAPS In Your Work History** Mon, Apr 29, 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: Create Documents Using Building Blocks:** Tues Apr 9, 10:00-11:00. Word's document creation & formatting tools, including formatting with styles, & how to create and save our own quick parts.

**WEBINAR: Create Your Job Search Plan:** Tues, Apr 30, 1:00-2:00. Take charge of your job search! Tools for networking, "elevator speeches", online resources, and more! Join us for a one-hour webinar on this important topic.

**GOOGLE: Intro to G Mail & Google Docs: (2 days)** Thurs, Apr 4, 9:00-11:30, **AND** Fri, Apr 5, 9:00-12:00. Use Google Docs, and Gmail, to create, collaborate and share documents.

**GOOGLE: Create a Resume In Google Docs:** Wednesdays, Apr 10, **OR** Apr 24, **BOTH** 1:30-3:30. Write a resume in Google that captures who you are and impresses decision makers!

**GOOGLE: Create a slide presentation in Google:** Tues, Apr 16, 9:00-12:00 Learn to build and format a slide presentation.

**GOOGLE DOCS: Using Styles & Tables:** Tues, Apr 23, 9:00-11:00 Create a document that includes tables. Format the document using styles.

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

**GOOGLE: Google Sheets for Beginners:** Mon. Apr 8, 1:00-3:00 Learn spreadsheet basics & digital tools to organize a group project in a spreadsheet.

**GOOGLE Sheets: Create Google Spreadsheets:** Thurs & Fri, Apr 25 & 26, **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, Apr 29, 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, Apr 29, 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)** Weds, Apr 17, 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** Tues, Apr 9, 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:** Tues, Apr 9, 11:00-12:00 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** Mon, Apr 29, 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.

**CSA/Pre-Test** Tuesdays, Apr 2, 9, 16, 23 **OR** 30, 1:00 to 2:30. Explains various trainings, & grants, eligibility, researching training vendors, types of financial aid. ***PREREQUISITE: Prior approval required.*** **A Career Specialist must meet with you & sign you up for this workshop.**

**Resume Critique:** Thursdays, Apr 4, 11, 18, **OR** 25, **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** Thurs, Apr 25, 1:00-3:00 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:** Mon, Apr 22, 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, Apr 3, 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, Apr 3, 10, 17, **OR** 24, 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)** Tues/Weds, Apr 2 & 3, **BOTH** 9:00-12:00. Create a document, save it, close it, open it, make changes & print.