



MHS WORKSHOPS AND EVENTS **DEC 2018**

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
3 Welcome Meeting 10:00-11:30 Using Your USB Flash Drive 9:00-11:00 GOOGLE: Learn Google Docs 1:00-3:00	4 Resume Critique# 9:00-10:30 WEBINAR GOOGLE: Intro to GOOGLE SHEETS 10:00-11:00 Intro To Computers (1) 1:30-4:00	5 Reunión de Bienvenida 10:00-11:30 GOOGLE: (PT1) Intro to G Mail & Google Docs 9:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required) Intro To Computers(2) 1:00-4:00	6 Closed 3:00 every Thursday Resume Critique# 9:00-10:30 GOOGLE: (PT2) Intro to G Mail & Google Docs 9:00-11:30 Create Your Job Search Plan & Brand 10:00-12:00 Intro To Computers (3) 1:00-3:00 What Work Do You Want To Do ? 1:00-3:00	7 Welcome Meeting 10:00-11:30 Intro To Computers (4) 9:00-11:00 HCC Info Session 9:00-12:00
10 Welcome Meeting 10:00-11:30 Word (1- Pt 1) (\$) 9:00-12:00 GOOGLE: Google Sheets for Beginners 1:00-3:00	11 Resume Critique# 9:00-10:30 Word (1- Pt 2) (\$) 9:00-12:00 Job Search Letters 10:00-12:00 Advanced Resume Techniques 1:00-4:00	12 Reunión de Bienvenida 10:00-11:30 Excel (1) (\$) 9:00-12:00 PFT Pre-Test 1:00-2:30	13 Closed 3:00 every Thursday Resume Critique# 9:00-10:30 Interview Coach 8:30-12:30 Organize Files in Microsoft OneDrive 9:00-11:00 Explaining GAPS In Your Work History 9:30-11:30 ***** MHS Closes at 12:00 noon	14 Welcome Meeting 10:00-11:30 PowerPoint (\$) 9:00-12:00 HCC Info Session 9:00-12:00 GOOGLE: Create a Resume in Google Docs 1:00-3:00
17 Welcome Meeting 10:00-11:30 GOOGLE Drive: Organize Files 9:00-11:00 GOOGLE: Job Search & Tracking With Google 1:00-3:00	18 Resume Critique# 9:00-10:30 Word (2) (\$) 9:00-12:00 Salary Negotiations 10:30-12:30 Effective Interviews 2:00-4:00	19 Reunión de Bienvenida 10:00-11:30 (* prior approval required) Excel (2) (\$) 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) GOOGLE: Update to a Targeted Resume 1:30-3:30	20 Closed 3:00 every Thursday Resume Critique # 9:00-10:30 GOOGLE: Create Google Spreadsheets (PT 1) 9:00-12:00 Creacion De Resume 1:00-3:00	21 Welcome Meeting 10:00-11:30 GOOGLE: Create Google Spreadsheets (PT 2) 9:00-12:00 HCC Info Session 9:00-12:00
24 CHRISTMAS MHS CLOSED	25 CHRISTMAS MHS CLOSED	26 Reunión de Bienvenida 10:00-11:30 PFT Pre-Test 1:00-2:30	27 Closed 3:00 every Thursday Resume Critique # 9:00-10:30 GOOGLE: Docs, Sheets & Slides (Pt1) 9:00-11:30	28 Welcome Meeting 10:00-11:30 GOOGLE: Docs, Sheets & Slides (Pt2) 9:00-11:30 HCC Info Session 9:00-12:00
31 NEW YEAR'S DAY MHS CLOSED		Google ! GOOGLE WORKSHOPS ARE NOW AT MHS ! CHECK OUR LISTING OF NEW SESSIONS AND SIGN UP TODAY !	# Resume Critique Please sign up at our front desk for a 15 minute resume review. *****	Computer Workshops (\$) 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.

DECEMBER 2018 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, Dec 11, 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.

CREACIÓN DE RÉSUMÉ: Jueves, Diciembre 20, 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 Thurs, Dec 6, 10:00-12:00. 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.

Explaining GAPS In Your Work History Thurs, Dec 13, 9:30-11:30. 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: GOOGLE: Intro to Google Sheets. Tues, Dec 4 10:00-11:00. Join us for an hour webinar where we will explore Google Sheet. We will learn to create a spreadsheet, format it and use the data to create a chart.

GOOGLE: Intro to G Mail & Google Docs: (2 days) Weds/Thurs, Dec 5 & 6, **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: Fri, Dec 14 1:00-3:00. Write a resume in Google that captures who you are and impresses decision makers!

GOOGLE: Docs, Sheets & Slides: Thurs/ Fri, Dec 27 & 28. **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, Dec 3, 1:00-3:00 : Create a Google doc, insert a table, and learn to format for readability.

GOOGLE: Google Sheets for Beginners: Mon Dec 10, 1:00-3:00 Learn spreadsheet basics as you use digital tools to organize a group project in a spreadsheet.

GOOGLE Sheets: Create Google Spreadsheets: Thurs & Fri, Dec 20 & 21, **BOTH** 9:00-12:00. Learn both basic and advanced features Of Google Sheets as you create sheets to budget and track spending.

GOOGLE Drive: Organize Files - Mon, Dec 17, 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, Dec 17, 1:00-3:00. Learn to use Google to find jobs on line and create a spreadsheet to track your progress.

GOOGLE: Update to a Targeted Resume: Weds, Dec 19, 1:30-3:30. Revise your existing resume for a specific job application.

Effective Interviews Tues, Dec 18, 2:00— 4:00. Preparation and presentation tips, and strategies for difficult interview questions!

Interview Coach/MOCK INTERVIEWS: (by appointment ONLY) Thurs, Dec 13, 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, Dec 4, 1:30-4:00, Weds, Dec 5, 1:00-4:00, Thurs, Dec 6, 1:00-3:00, & Fri, Dec 7, 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 Tues, Dec 11, 10:00-12:00. Learn effective strategies for cover letters, thank you notes, and more! Describe your qualifications with confidence to maximize the possibility of interviews. Includes samples.

PFT Pre-Test Wednesdays, Dec 12 **OR** 26, 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, Dec 4,11, **OR** 18, and Thursdays, Dec 6, 13, 20 **OR** 27, **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, Dec 18, 10:30-12:30. 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, Dec 3, 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, Dec 6, 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, Dec 5, **OR** 19, 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) Mon/Tues, Dec 10 & 11, **BOTH** 9:00-12:00. Create a document, save it, close it, open it, make changes & print.