



MHS WORKSHOPS AND EVENTS

August 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 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

******* CELEBRATE GOOGLE : ATTEND THESE NEW GOOGLE WORKSHOPS IN AUGUST ! *******

G Suite Workshops: 1) Google Docs: Mon 8/19 Learn tools and settings for formatting, editing, and collaborating in a document. 2) Google Sheets: Mon 8/5 Learn to edit and organize data in Sheets, analyze data using filters, functions, and charts. 3) Google Slides: Thurs 8/22 Learn the basics of creating a presentation in Slides, add media and data, and share a presentation in Slides. 4) Google Gmail: Mon 8/19 Learn to manage your inbox and communicate in Gmail. 5) Google Drive: Mon 8/26 Learn to organize, manage, and share files.

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
# Resume Critique Thursdays 9:00-10:30 Please sign up at our front desk for a 15 minute resume review.	Computer Workshops See our computer Lab Calendar for Workshops and Descriptions.		1 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30	2 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00
5 Welcome Meeting 10:00-11:30 Casino Training Institute Info Session 1:00-2:30 * G Suite: Google Sheets 1:00-3:00	6 CSA/ Pre-Test 1:00-2:30 Webinar: Word Features to Polish Your Resume 10:00-11:00 Create Your Job Search Plan & Brand 10:30-12:30 What Work Do You Want To Do ? 2:00-4:00	7 Reunión de Bienvenida 10:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required)	8 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30 Casino Training Institute Info Session 1:00-2:30 Job Search Using TORQ 1:30-2:30	9 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00
12 Welcome Meeting 10:00-11:30 Springfield Adult Learning Center 11:30-12:30	13 CSA/ Pre-Test 1:00-2:30 Advanced Resume Techniques 1:00-4:00	14 Reunión de Bienvenida 10:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required)	15 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30 Job Search Letters 1:00-3:00	16 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00
19 Welcome Meeting 10:00-11:30 * G Suite: Learn & Use Gmail 9:00-11:30 Casino Training Institute Info Session 1:00-2:30 * G Suite: Google Docs 1:00-3:00	20 CSA/ Pre-Test 1:00-2:30 Keys to Effective Interviews 10:30-12:30 Salary Negotiation 2:00-4:00	21 Reunión de Bienvenida 10:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required)	22 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 Mature Workers 10:30-12:30 Casino Training Institute Info Session 1:00-2:30	23 Welcome Meeting 10:00-11:30 Interview Coach 8:30-12:30 (By appointment only) HCC Info Mtg. 9:00-12:00
26 Welcome Meeting 10:00-11:30 * G Suite: Google Drive 9:00-11:00 Workforce Development Center 11:30-12:30	27 CSA/ Pre-Test 1:00-2:30 WEBINAR: Keys to Effective Interviews 2:00-3:00	28 Reunión de Bienvenida 10:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required)	29 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 Explaining GAPS In Your Work History 1:00-3:00	30 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00