



MHS WORKSHOPS AND EVENTS

MAY 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

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># Resume Critique Please sign up at our front desk for a 15 minute resume review. *****</p> <p>Google ! GOOGLE WORKSHOPS ARE NOW AT MHS! CHECK OUR LISTING OF NEW SESSIONS AND SIGN UP TODAY !</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 WIOA Assessment 12:30-4:30 (* prior approval required) GOOGLE: (PT1) Intro to G Mail & Google Docs 9:00-11:30</p>	<p>2 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30 GOOGLE: (PT2) Intro to G Mail & Google Docs 9:00-11:00 Casino Training Institute Info Session 1:00-2:30</p>	<p>3 Welcome Meeting 10:00-11:30 Using Your USB Flash Drive 9:00-11:00 HCC Info Mtg. 9:00-12:00</p>
<p>6 Welcome Meeting 10:00-11:30 Introduction To Computers 9:00-12:00 STCC Info Mtg. 11:30-12:30</p>	<p>7 WEBINAR: Enhance a Power-Point Presentation 10:00-11:00 Create Your Job Search Plan & Brand 10:30- 12:30 GOOGLE : Learn Google Docs 1:00-3:00 CSA/ Pre-Test 1:00-2:30 What Work Do You Want To Do ? 2:00-4:00</p>	<p>8 Reunión de Bienvenida 10:00-11:30 Word (1- Pt 1) (\$) 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) Advanced Resume Techniques 1:00-4:00 GOOGLE: Create a Resume in Google Docs 1:30-3:30</p>	<p>9 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 Casino Training Institute Info Session 1:00-2:30</p>	<p>10 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00</p>
<p>13 Welcome Meeting 10:00-11:30 Introduction to Word 9:00-11:00 GOOGLE: Google Sheets for Beginners 1:00-3:00</p>	<p>14 Excel (1) (\$) 9:00-12:00 CSA/ Pre-Test 1:30-3:00</p>	<p>15 Reunión de Bienvenida 10:00-11:30 Word (2) (\$) 9:00-12:00 WIOA Assessment 12:30-4:30 (* prior approval required) Computadora Basica 1:30-3:30</p>	<p>16 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 PowerPoint (\$) 9:00-12:00 Apply On Line 1:00-3:00 Casino Training Institute Info Session 1:00-2:30</p>	<p>17 Welcome Meeting 10:00-11:30 GOOGLE Docs: Using Styles & Tables 9:00-11:00 HCC Info Mtg. 9:00-12:00</p>
<p>20 Welcome Meeting 10:00-11:30 GOOGLE Drive: Organize Files 9:00-11:00 STCC Info Mtg. 11:30-12:30</p>	<p>21 Excel (2) (\$) 9:00-12:00 WEBINAR: Explaining GAPS In Your Work History 11:30-12:30 CSA/ Pre-Test 1:30-3:00 Explaining GAPS In Your Work History 2:00-4:00</p>	<p>22 Reunión de Bienvenida 10:00-11:30 Word (3) (\$) 9:00-12:00 GOOGLE: Create a Resume in Google Docs 1:30-3:30 WIOA Assessment 12:30-4:30 (* prior approval required)</p>	<p>23 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 Organize Files in Microsoft OneDrive 9:00-11:00 Casino Training Institute Info Session 1:00-2:30</p>	<p>24 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00</p>
<p>27 MEMORIAL DAY CENTER CLOSED</p>	<p>28 Excel (3) (\$) 9:00-12:00 Salary Negotiation 10:30-12:30 GOOGLE: Job Search & Tracking With Google 1:00-3:00 CSA/ Pre-Test 1:00-2:30 Mature Workers 2:00-4:00</p>	<p>29 Reunión de Bienvenida 10:00-11:30 Interview Coach 8:30-12:30 (By appointment only) GOOGLE: Create Google Spreadsheets (PT 1) 9:00-11:30 Keys to Effective Interviews 10:30-12:30 WIOA Assessment 12:30-4:30 (* prior approval required) Creacion De Resume/ Aplicar en Linea 1:30-3:30 Job Search Letters 2:00-4:00</p>	<p>30 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 GOOGLE: Create Google Spreadsheets (PT 2) 9:00-11:30 Casino Training Institute Info Session 1:00-2:30</p>	<p>31 Welcome Meeting 10:00-11:30 GOOGLE: Create a Slide Presentation in Google 9:00-12:00 HCC Info Mtg. 9:00-12:00</p>