



MHS WORKSHOPS AND EVENTS

SEPT 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 SEPT. ! *******

G Suite Workshops: 1) Google Docs: Mon 9/9 Learn tools and settings for formatting, editing, and collaborating in a document. 2) Google Sheets: Mon 9/23 Learn to edit and organize data in Sheets, analyze data using filters, functions, and charts. 3) Google Slides: Thurs 9/26 Learn the basics of creating a presentation in Slides, add media and data, and share a presentation in Slides. 4) Google Gmail: Thurs 9/5 Learn to manage your inbox and communicate in Gmail. 5) Google Drive: Fri 9/6 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
2 LABOR DAY CENTER CLOSED	3 CSA/ Pre-Test 1:00-2:30 Advanced Resume Techniques 1:00-4:00	4 Reunión de Bienvenida 10:00-11:30 What Work Do You Want To Do ? 10:30-12:30 WIOA Assessment 12:30-4:30 (* prior approval required) Create Your Job Search Plan & Brand 2:00-4:00	5 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30 * G Suite: Learn & Use Gmail 9:00-11:30	6 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00 * G Suite: Google Drive 1:00-3:00
9 Welcome Meeting 10:00-11:30 * G Suite: Google Docs 9:00-11:00	10 CSA/ Pre-Test 1:00-2:30 Webinar: Creating Excel Formulas 10:00-11:00 Job Search Letters 2:00-4:00	11 Reunión de Bienvenida 10:00-11:30 WIOA Assessment 12:30-4:30 (* prior approval required)	12 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30	13 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00
16 Welcome Meeting 10:00-11:30 Springfield Adult Learning Center 11:30-12:30	17 CSA/ Pre-Test 1:00-2:30	18 Reunión de Bienvenida 10:00-11:30 Keys to Effective Interviews 10:30-12:30 WIOA Assessment 12:30-4:30 (* prior approval required) Salary Negotiations 2:00-4:00	19 Closed <u>3:00</u> every Thursday Resume Critique# 9:00-10:30	20 Welcome Meeting 10:00-11:30 HCC Info Mtg. 9:00-12:00
23 Welcome Meeting 10:00-11:30 * G Suite: Google Sheets 9:00-11:00	24 CSA/ Pre-Test 1:00-2:30 WEBINAR: Mature workers 11:30-12:30 Job Search Using TORQ 2:30-3:30	25 Reunión de Bienvenida 10:00-11:30 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	26 Closed <u>3:00</u> every Thursday Resume Critique # 9:00-10:30 * G Suite: Google Slides 9:00-12:00	27 Welcome Meeting 10:00-11:30 Interview Coach 8:30-12:30 (By appointment only) HCC Info Mtg. 9:00-12:00
30 Welcome Meeting 10:00-11:30 Workforce Development Center 11:30-12:30		# 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.	