



# YouthWorks Calendar



# JANUARY 2019



**MASSHIRE**  
SPRINGFIELD CAREER CENTER

## Contact Information

Phylis Gedeon  
Youth Services  
Specialist  
413-858-2818

[pgedeon@masshirespringfield.org](mailto:pgedeon@masshirespringfield.org)

Welcome Meeting  
For Youth 18-24  
Mon, Wed, Fri.  
10:00am-11:30am

## January Events!

For workshop or event description  
please see the back of calendar

Jan. 14 - Keeping Mass Working Job Expo . Job seekers 16 & older should attend.

Jan. 16 - FREE Computer Class!  
Learn to use Google G-Suite to create your resume and much more! Space limited, pre-registration is required.

All Workshops will be held at:  
1 Federal Street  
Building #103-3,  
Springfield, MA 01105  
(Formerly FutureWorks)

Follow us on  
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Mon	Tue	Wed	Thu	Fri
		<p>2 <b>One on One Career Planning &amp; Advising</b> By Appointment only 10AM - 12PM</p>	<p>3 Youth Career Center Open</p>	<p>4 <b>One on One Career Planning &amp; Advising</b> By Appointment only 1PM - 3PM</p>
<p>7 <b>Youth Center Closes at 1:30pm</b></p>	<p>8 <b>Youth Center Open 1:30 PM</b></p>	<p>9 <b>Youth Center Open 1:30 PM</b></p>	<p>10 <b>Youth Career Center Closed @ 3:00PM</b></p>	<p>11 <b>Meet with HCC 9am –12pm Liberty Room</b>  <b>Youth Career Center Closed</b></p>
<p>14 <b>Keep Western Mass Working Center Court Basketball Hall of Fame 4:00pm—7:00pm Dress to Impress!!</b></p>	<p>15 <b>One on One Career Planning &amp; Advising</b> By Appointment only 10AM - 12PM</p>	<p>16 Youth Department Open 1:30pm <b>FREE Google Resume Lab 5:00pm -7:00pm Registration Required</b></p>	<p>17 <b>Youth Center Open Closes at 3:00PM</b></p>	<p>18 <b>Meet with HCC 9am –12pm Liberty Room</b>  <b>Youth Career Center Closes at 1:30 PM</b></p>
<p>21  MHS Career Center Closed</p>	<p>22 <b>Youth Career Center Open 1:30PM</b></p>	<p>23 <b>Youth Career Center Open at 1:30PM</b></p>	<p>24 <b>Youth Center Open Closes at 3:00PM</b></p>	<p>25 <b>Meet with HCC 9am –12pm Liberty Room</b></p>
<p>28 <b>One on One Career Planning &amp; Advising</b> By Appointment only 10AM - 3PM</p>	<p>29 <b>One on One Career Planning &amp; Advising</b> By Appointment only 10AM - 12PM</p>	<p>30 Youth Department Open 1:30pm</p>	<p>31 <b>Youth Center Open Closes at 3:00PM</b></p>	

# JANUARY 2019

**To become a member of YouthWorks:** Stop by the Youth Department to receive an overview of YouthWorks services and resources. Youth must bring their Social Security number and be between the ages of 14-24 to become a member.

To register for workshops in the YouthWorks Department please stop in or call Phylis Gedeon 413.858.2818/ [pgedeon@masshirespringfield.org](mailto:pgedeon@masshirespringfield.org)

## Workshop Descriptions

**New Google GSuite Computer classes:** Learn to use Google GSuite effectively and efficiently. MassHireSpringfield of Google's Applied Digital Skills Curriculum is project based learning with practical life applications, designed for both instructor lead and self-paced learning, integrated approach to learn Docs, slides, Gmail and Drive. Applied Digital Skills encourages students to apply their digital skills to relevant, real-life problems. Google Computer classes consist of - Resume Creation, Setting Up Job Search Log and Organizing your college Application using Google sheets. See Youth Department for more details.

**Introduction "One-on-One"** Meet for 30 minutes, one-on-one with Youth specialist! This career counseling/coaching session aims to help the individual examine career and educational goals, explore the world of work. At the end of the session the individual will leave with an outline SMART plan as how to best achieve outlined goals. \*\* Appoints must be made in advance\*\*\*\*. Contact information at above

**"Job Application Assistance (paper and on-line)"** Learn How to access, and to fill out on-line applications and tips on filling out hard copy (Paper) applications effectively. Youth will also learn about the importance of their first impression and the appropriate amount of times to follow up

**"Introduction to Resume/Cover letter Writing"** This is a two part workshop that will provide and overview of what a resume is, when its needed and the different types of formats that can be used. Part 2 of this workshop is facilitated in a computer Lab, so please bring a flash drive or have access to an email to save your resume.

**"The Interviewing Process"** Learn how to effectively represent yourself over the phone and in a face-to-face interview. You will build confidence in communicating with potential employers.

**"Internship/Co-op JEOPARDY"** A fun and interactive way to improve your internship and Co-op searching skills and learn about what employer are seeking in interns. The workshop will be broken up in to two teams. Each team will work together on answering the questions to receive the highest score. Each person will receive free gift certificate to FREE Google computer Class.

**Job Search JEOPARDY"** A fun and interactive way to improve your job searching skills and learn about what employer are looking for Workshop will be broken up in to two teams. Each team will work together on answering the questions to receive the highest score.

**"Balancing School & Work"** Learn how to effectively manage your time between working and school. You will learn how to use time management tools such as on-line and phone app calendars, study tricks and strategies and note taking.

**Westover Job Corp:** A Job Corp Representative will be present in the youth area by Appointment to provide information on the program. Need additional information? Want to meet one on one? Come to the Career Center **INFO & Orientation SESSIONS:** Onsite at MassHireSpringfield representative for more information.



ter every Wednesday at 1PM for field. See Youth Department rep-