

April 2026



All workshops will be conducted both virtually through zoom and simulcast onsite. You will be emailed instructions when you register for a workshop. Use this link to register: <https://masshiregbc.org/register-for-a-workshop/>

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1 Career Center Seminar 10:00AM-12:00PM Beating the Bots 2:00-3:00 PM	2 Introduction to Social Media 2:00-3:00 PM	3 Crushing the Interview 10:00-11:00AM
6 Career Center Seminar 10:00AM-12:00PM	7 Zoom Interview Tips 10:00-11:00 AM Career Center Seminar 1:30-3:30PM	8 Career Center Seminar 10:00AM-12:00PM Excel Level 1 10:00-11:00 Job Search Tips for Mature Workers 2:00-3:00PM	9 The Polished Resume 2:00-3:00PM	10 Massasoit Community College 9:30-10:00 AM
13 Career Center Seminar 10:00AM-12:00PM	14 Explore Careers with Confidence 10:00-11:00AM Career Center Seminar 1:30-3:00PM	15 Career Center Seminar 10:00AM-12:00PM Linked-in Basics 2:00-3:00PM	16 Maximize your resume exposure 2:00-3:00PM	17
20 HOLIDAY	21 Excel Level 2 10:00-12:00 Preparing for a Career Change 10:00-11:00AM Career Center Seminar 1:30-3:30PM	22 Career Center Seminar 10:00AM-12:00PM Salary Negotiations 2:00PM-3:00PM	23 Excel Pivot Table 10:00-12:00pm Career Center Seminar 10:00-12:00pm	24 Strategies to Jumpstart Your Jobsearch 10:00-11:00am
27 Career Center Seminar 10:00AM-12:00PM	28 Crafting the Cover Letter 10:00-11:00AM Excel Level 3 10:00-12:00pm Career Center Seminar 1:30-3:00PM	29 Career Center Seminar 10:00-12:00pm Introduction to Word 2:00-3:00PM	30 Mastering Indeed Job Search Success 2:00-3:00pm	1

Beating the Bots in Jobsearch – Learn various techniques for applying through ATS and Artificial Intelligence platforms

Career Center Seminar: Mandatory for all individuals. This seminar includes an overview of the resources & services available.

Crafting the Cover Letter – Learn how to have a strong opening statement that makes clear why you want the job.

Crushing the Interview: This webinar will provide techniques to help you master your interview skills

Explore Careers With Confidence - This workshop will provide you with online career exploration information offering current career, education, and labor market information using the MassCIS platform

Introduction to Social Media: This workshop will provide you with details about Facebook, Instagram, Twitter, and LinkedIn as social media options for your job search needs. Helping you decide which one is appropriate for you.

Introduction to Microsoft Word – This workshop will help familiarize you with the terminology, screen components and formatting techniques for this application.

Job Search Tips for the Mature Worker - Learn tactics to approach the mature worker jobsearch, including strategies and resources

LinkedIn Basics: Use LinkedIn to harness the power of your network and get hired.

Massasoit Informational Session – In this info session, learn about the various opportunities and programs that are offered at Massasoit Community.

Mastering Indeed – Job Search Success – Learn the best practices for application submission on Indeed versus company website, as well as metrics that are used by various job search platforms.

Maximize Your Resume Exposure: - Learn how you can easily optimize your resume against any job description using the latest optimization tools.

MS Excel Level 1: This workshop is designed for those with little or no knowledge of Microsoft Excel. Get a hands-on overview of the primary features of the Microsoft Excel application to be able to perform basic tasks. **Prerequisite:** Must have basic knowledge of MS Word.

MS Excel Level 2: In this intermediate workshop you will learn more advanced features of Excel including formulas, advanced formatting options, and linking worksheets. Intro to Excel workshop or prior experience with Excel required to take this workshop.

MS Excel Level 3: This workshop will focus on more advanced but practical features of Excel geared towards increasing productivity. **Required:** Excel 2 or strong abilities in Excel including being very comfortable with formulas.

MS Excel Pivot Tables Webinar: This 60 minute on-line discussion and demonstration of Excel Pivot Tables will include both a solid foundation in the basics as well as a deep-dive into advanced features.

Prepare for a Career Change: Learn practical steps to take to make a successful career change

Salary Negotiations: - This workshop will provide information on how to handle salary issues during the interview process as well as negotiating based on “market value”

Small Business Administration - Presented by The U.S. Small Business Administration. Information and resources are presented to job seekers interested in learning process to starting their own business.

Strategies to Jumpstart Your Jobsearch – Learn to incorporate strategies to boost your jobsearch

The Polished Resume – Learn how to have your resume shine with tips for content and to showcase your qualifications and ensure ATS compatibility.

Zoom Interview Tips – This workshop will provide you with suggestions for best practices for zoom interviewing.

**A program of the UMass Donahue Institute. Chartered by the MassHire Greater Brockton Workforce Board
Auxiliary aids and services are available upon request to individuals with disabilities An equal opportunity employer/program**

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