



April 2024

All workshops will be conducted both virtually through zoom and simulcast onsite. You will be emailed instructions when you register for a workshop. * register at least 2 hours before start time to receive link.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Hot Jobs Live 10:00am Career Center Seminar 1:30-3:00pm	3 Career Center Seminar 10:00-12:00pm Preparing for a Career Change 2:00-3:00 pm	4 Career Center Seminar 10:00-12:00pm LinkedIn Basics 2:00-3:00pm	5 Department of Labor – Mental Health Parity 10:00-11:00am
8	9 Hot Jobs Live 10:00am MS Excel 2016 Level 1 10:00-12:00pm Career Center Seminar 1:30-3:00pm	10 Career Center Seminar 10:00-12:00pm Intro to Word 2:00-3:00pm	11 Career Center Seminar 10:00-12:00pm TORQ 2:00-3:00pm	12 MassEdCo 10:00am
15	16 Hot Jobs Live 10:00 am Introduction to Social Media 10:00-11:00 am Career Center Seminar 1:30-3:30 pm	17 Career Center Seminar 10am-12pm Crushing the Interview 2:00-3:00pm	18 Career Center Seminar 10:00-12:00pm Crafting the Cover Letter 2:00-3:00pm	19 Job Search for the Mature worker 10:00 am Zoom Interview Tips 2:00-3:00pm
22 MS Excel 2016 Level 2 10:00-12:00pm	23 Maximize Your Resume Exposure 10:00-11:00am Career Center Seminar 1:30-3:30 pm	24 Career Center Seminar 10am-12pm MS Excel 2016: Pivot Table Webinar 10:00-11:30am	25 Career Center Seminar 10am-12pm The Polished Resume 2:00-3:00pm	26 MS Excel 2016 Level 3 10:00-12:00pm
29	30 Hot Jobs Live 10:00 a.m. Salary Negotiations 10:00-11:00am Career Center Seminar 1:30-3:30 pm			

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.

Career Exploration using TORQ: This workshop will assist job seekers find new jobs or training programs based on the knowledge, skills, and abilities they acquired in previous jobs using TORQ.

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

Department of Labor/Affordable Care Act - The webinar presented by the Department of Labor presents information about the Affordable Care Act (ACA) and adds important protections related to employer-based group health plan coverage, including dependent coverage, wellness programs and waiting periods and pre-existing conditions.

Hot Jobs Live: Join the discussion on the most recent local jobs to learn specific job requirements and best way to apply to the jobs you are interested in; will take place through Zoom.

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.

MassEdCo - In this Info session you will be able to speak with a MassEdCO representative to learn about college, university or other school process, including admissions and financial aid applications.

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

MS Excel 2016 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 2016 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 2016 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 2016 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.

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

MassHire programs and services are funded in part by US Department of Labor (US DOL) Employment and Training Administration grants and contracts as well as non-federally funded grants and contracts.



May 2024

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