



March 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	<p>Hot Jobs Live 10:00am</p> <p>Career Center Seminar 2:00-4:00pm</p> <p>MS Excel 2016 Level 1 2:00pm-4:00pm</p>		<p>Career Center Seminar 10am-12pm</p>	5
8	<p>Hot Jobs Live 10:00am</p> <p>Career Center Seminar 2:00-4:00pm</p> <p>MS Excel 2016 Level 2 2:00pm-4:00pm</p>	<p>How to Interview and Network during COVID 19 10:00am-11:00am</p>	<p>Career Center Seminar 10am-12pm</p> <p>LinkedIn Basics 2pm-3:30pm</p> <p>MS Excel 2016: Pivot Table Webinar 2:00pm</p>	12
15	<p>Hot Jobs Live 10:00am</p> <p>Career Center Seminar 2:00-4:00pm</p>	<p>Introduction to Social Media 10am – 11am</p>	<p>Career Center Seminar 10am-12pm</p>	<p>Career Exploration using TORQ 10:00-11:30am</p>
22	<p>Hot Jobs Live 10:00am</p> <p>Career Center Seminar 2:00-4:00pm</p> <p>MS Excel 2016 Level 3 2:00pm-4:00pm</p>	<p>How to Interview and Network during COVID 19 9:30am–10:30am</p> <p>Creating Dynamic Resumes and Cover Letters 10am – 11am</p>	<p>Career Center Seminar 10am-12pm</p>	26
29	<p>Hot Jobs Live 10:00am</p> <p>Career Center Seminar 2:00-4:00pm</p>	<p>Introduction to Social Media 2pm–3pm</p>		

MassHire Greater Brockton Career Center · 34 School Street · Brockton, MA 02301 · (508) 513-3400
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Workshop descriptions can be found on other side. Some workshops require a prerequisite. Must sign up for workshops in advance.

WORKSHOP DETAILS

Due to the ever changing situation related to the Coronavirus (COVID-19) and to ensure the health and safety of our customers and employees, the Executive Office of Labor and Workforce Development has determined that until further notice, Unemployment and MassHire Career Center Services will be closed to walk-in traffic but will remain open via online or telephone.

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

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

Creating Dynamic Resumes & Cover Letters: A presentation of the fundamentals of resume writing, including resume components and guidelines. Learn how to write cover letters and thank you letters.

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.

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.

How to Interview and Network During COVID 19: In this workshop we will cover the traditional and virtual ways on interviewing successfully during COVID 19.

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.

LinkedIn Basics: Use LinkedIn to harness the power of your network and get hired. LinkedIn gives the user insight such as whom you know at a company, providing you an edge in your job search.

MS Excel 2016 Level 1: This workshop is designed for those with little or no knowledge of Microsoft Excel. In this workshop, you will 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 will be a 60 minute on-line description and demonstration of the use of Pivot Tables in Microsoft Excel. It will include discussion of the uses of pivot tables, creating and manipulating pivot tables, changing field settings to perform calculations with the data, adding calculated fields, adding slicers and timelines, working with multiple pivot tables at one time, pivot charts, and linking pivot tables to dynamic ranges. Log-in information will be provided by email the day prior to the workshop.