

SEPTEMBER 2014

To register for or cancel a Workshop, Seminar or Event, please call 508-732-5300

Note: Workshop Dates/Times Subject to Change

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 LABOR DAY HOLIDAY Career Center Closed	2 Resume & Cover Letter Critique 10:00am-12:00pm	3 Mock Interviews 1:00pm-3:30pm	4 Resume & Cover Letter 9:30am -12:00pm Self-Care During Job Transitions 11:00am-12:30pm TORQ Think Outside of The "Occupational" Box L5 1:30- 2:30pm	5 Linked-In (Basics) L3 9:30am-12:30pm
8 Resume Review (by appointment) Introduction to Word L2 1:00pm - 4:00pm Sell Yourself Session 1 1:30pm - 4:00pm	9 Salary Negotiations 10:30am-12:30pm Financial Tips During Hard Times I 1:00pm -3:00pm	10 Excel Basics L4 9:30am-12:30pm Elearning 2:00pm-3:00pm	11 Interviewing Basics 9:30am-12:00pm Intro to MassCIS L3 1:30pm - 3:00pm	12 Linked-In (Advanced) L3 9:30am -12:30pm
15 Resume & Cover Letter Critique 10:00am-12:00pm Sell Yourself Session 2 1:30pm - 4:00pm	16 Mature Worker Job Search Tips 10:00am -12:00pm Financial Tips During Hard Times II 1:00pm -3:00pm	17 MS Office Objects & PowerPoint L5 9:30am -12:30pm Massasoit Information Session 10:00am-11:00am G.R.O.W. See flyer (by appointment) Mock Interviews 1:00pm-3:30pm	18 Resume & Cover Letter 9:30am -12:00pm SBA Overview 10:00am-12:00pm Accomplishments Into Stories 1:30pm - 4:00pm TORQ Think Outside of The "Occupational" Box L5 1:30pm-2:30pm	19 Linked-In (Basics) L3 9:30am-12:30pm
22 Resume Review (by appointment) Introduction to Word L2 1:00pm -4:00pm Sell Yourself Session 3 1:30pm -4:00pm	23 Resume & Cover Letter Critique 10:00am-12:00pm	24 Career Fair 10:00am-12:30pm Elearning 2:00pm-3:00pm	25 Excel Basics L4 9:30am-12:30pm Interviewing Basics 9:30am-12:00pm Intro to MassCIS L3 1:30pm -3:00pm Networking for Introverts 1:30pm-3:30pm Boston South Women's Employment Network 1:30pm -3:00pm	26 Linked-In (Advanced) L3 9:30am -12:30pm
29 Resume Review (by appointment) Sell Yourself Session 4 1:30pm -4:00pm	30 Mature Worker Job Search Tips 10:00am-12:00pm			
<p>The Career Center Seminar Is designed to inform customers of the many services, programs and events offered Seminars are Held on: Tuesdays: 9:30am - 11:00am & 1:30pm - 3:00pm and Wednesdays: 10:00am -11:30am</p>				

Career Center Hours of Operation

Monday, Tuesday, Thursday & Friday: 8:30am - 4:30pm and Wednesday: 9:30am - 4:30pm

Plymouth Career Center is an EEO/AA Employer. Auxiliary aids or services are available upon request to individuals with disabilities

Job Search Workshops

Accomplishments Into Stories - Learn how to “shine” and impress interviewers with real actionable accomplishments.

Federal Job Search Tips - Learn the ins and outs of navigating the Federal job system, resume format, targeting the job titles and grade

Interviewing Basics - Includes practical pointers on marketing yourself effectively during the interview.

Mock Interviews - Participant will be given the opportunity to practice interviewing in a formal interviewing setting and be given feedback after the mock interview.

Introduction to Mass CIS ^{L3} - **Prerequisite:** *Basic PC Skills & Completed CDM* - On line interactive system providing info on occupations. Participants will complete a self-scored assessment survey to help them identify occupational interests, values, and abilities.

Mature Workers Job Search Tips - Participants will gain an a greater understanding of potential age-related biases and specific strategies to aid participants in developing a successful job search

Résumé & Cover Letter Seminar - Participants will learn key concepts about Résumé writing including formats, summaries and accomplishment statements. Also, will discuss cover letters and other correspondence

Résumé & Cover Letter Critique – **Prerequisite:** Bring 8 copies of your "typed" Résumé to share with other participants. Receive constructive criticism from workshop facilitator

Salary Negotiations - Learn negotiating techniques as well as how to negotiate salary based on the "Market Value" of a position.

Sell Your Self Series – A workshop series designed to assist individuals with navigating through the job search process. Topics include:

Session I- Networking and Introduction to 30 Second Commercial

Session II- Prerequisite – **MUST have attended Session I:** 30 Second Commercial, Elevator Speech and 2 Minute Commercial

Session III - job fair and Professional Employment Portfolio

Session IV- Improving Communications

Small Business Administration Overview – Understanding of SBA programs and services available to prospective or current entrepreneurs needing assistance in starting or expanding a business.

TORQ - Think Outside of the “Occupational” Box – **Prerequisite:** *Advanced PC Skills and an Email Acct.:* Facilitator will use TORQ®, an online assessment tool which guides jobseekers in accessing skill transferability comparisons

Self-Directed Resource Room Services

Support for Individuals with Disabilities: Auxiliary aids or services are available upon request. Speak with Job Specialist for assistance.

Reference Library

The library includes an extensive collection of subjects authored by experts in the employment field. Reference materials cover a wide range of job search topics addressing employment strategies and issues encountered by job seekers. Books are for use in the career center.

Directions to the Plymouth Career Center

36 Cordage Park Circle, Suite 200

- From Route 3 North or South, take Exit 9
- Turn onto Rte 3A South — follow 3A South approximately 1.7 mi
- At traffic light, take left into Cordage Commerce Center
- Take first right onto Cordage Park Circle— follow road to stop sign, you are directly facing building 36

Computer Workshop Level

Participants **MUST** meet minimum Workshop prerequisite

Use the “LEVELS” as a guideline to assess your computer skills

Level 1 = Beginner/Novice

Level 2 = Basic Keyboarding and Mouse Skills

Level 3 = Intermediate Keyboarding, Mouse and Word Processing Skills

Level 4 = Moderate Keyboarding, Mouse and Word Processing Skills

Level 5 = Advanced Keyboarding, Must know Copy and Paste

Computer Workshops

Intro to PC's ^{L1} : Learn computer fundamentals, including components of a PC, how to navigate Windows desktop, keyboard & mouse, cut/copy/save, access an e-mail account, attach documents and search internet.

Intro to Word ^{L2} **Prerequisite:** *Must have basic PC skills.* Learn Word Fundamentals to format & create a document including fonts, spacing, margins, tables, bullets, setting up auto-save, read-only & saving to “documents”.

Internet Job Search Overview: Prerequisite ^{L2}: Computer Skills & email account. Prepare for your online job search. Tips on resume/cover letter writing, email etiquette/signature, & saving/accessing digital documents.

Internet Job Search Hands-On: Prerequisite ^{L3}: Internet search skills, email account & digitally accessible resume. Learn JobQuest & other job site fundamentals. Basic/advanced online job search & application tips.

E-Learning ^{L2} – This self-paced tutorial offers: computer software applications. **Prerequisite:** Must have a valid e-mail address and have a basic understanding of computers and the internet

Excel Basics^{L4} - **Prerequisite:** *Knowledge of MS Word and Must know how to use a mouse.* Learn the basics on how to create spreadsheets.

LinkedIn ^{L3} – **Prerequisite:** Must have resume on flash drive, email address, AND a LinkedIn account already set up

MS Office Objects & PowerPoint Workshop ^{L5} - **Prerequisite:** Must have strong Copy and Paste Skills for embedding objects into slides. Learn the basic functions of Objects and basics of PowerPoint.

Policies and Procedures for All Workshop Registrations

SIGN-UP PROCEDURE

- In person (walk-in) and over the telephone and on a first-come first-served basis; slots will not be held/saved for customers.
- If you are registering for a workshop that has a prerequisite, you will need to meet all of the prerequisite requirements

POLICIES

- Customers may sign up for a maximum of four (4) computer related workshops per month
- All workshops begin on time, late customers will not be allowed to attend and their slot will be forfeited to a customer on the stand-by list or a walk-in
- To cancel a workshop, please call the career center at least one (1) day prior to the beginning of the workshop – if you neglect to notify the career center you will be recorded as a no-show (see exception to extenuating circumstances on detailed flyer at front desk)