



July 2014

Schedule or cancel a workshop, please call (617) 745-4000

www.quincycareercenter.org



Monday	Tuesday	Wednesday	Thursday	Friday
	1 <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Resume Critique</i> <u>10:00am – 12:00pm</u>	2 <i>Introduction to PC'S</i> <u>10:00am – 12:00pm</u> <i>Interviewing Basics</i> <u>10:00am– 12:00pm</u> <i>Job Club</i> <u>2pm-4pm</u>	3 <i>Veteran's Job Club</i> <u>2:00pm – 4:00pm</u> Room B	4 <i>Closed Holiday</i>
7 <u><i>Salary Negotiations</i></u> <u>10:00am – 12:00pm</u> <i>Finding Your Next Job:</i> <i>Kick Start Your Job Search</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Job Club</i> <u>2pm-4pm</u>	8 <i>Resume Development</i> <u>10:00am – 12:00pm</u> <i>Massasoit Community College Info Session</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u>	9 <i>Career Directions</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Introduction to Word</i> <u>10:00am – 12:00pm</u> <i>Job Club</i> <u>2pm-4pm</u>	10 <i>TORQ Workshop</i> <u>10:00am – 12:00pm</u> SBA <i>(Small Business Administration Seminar)</i> <u>1:00pm – 3:00pm</u> Linked-In <u>2:00pm – 4:00pm</u>	11 <i>Cover Letter Writing</i> <u>10:00am – 11:00am</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Intro to Excel</i> <u>1:00pm – 3:00pm</u>
14 <i>E-Learning</i> <u>11:00am – 12:00pm</u> <i>Mature Worker Job Search</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Job Club</i> <u>2pm-4pm</u>	15 <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u>	16 <i>Introduction to PC's</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Job Club</i> <u>2pm-4pm</u>	17 <i>TORQ Workshop</i> <u>10:00am – 12:00pm</u> <i>One to One Practice Interviewing</i> <i>(by Appointment)</i> <u>10:00pm-2:00pm</u> <i>Veteran's Job Club</i> <u>2:00pm – 4:00pm</u>	18 <i>Intro to PowerPoint</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Resume Review</i> <i>Walk-In</i> <u>9:00am – 12:00pm</u> <i>(must bring in copy of resume)</i>
21 <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Job Club</i> <u>2pm-4pm</u>	22 <i>Resume Critique</i> <u>10:00am – 12:00pm</u> <i>Financial Survival Tips</i> <u>1:00pm – 3:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u>	23 <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Introduction to Word</i> <u>10:00am – 12:00pm</u> <i>Networking</i> <u>2pm-4pm</u>	24 <i>Veteran's Job Club</i> <u>2:00pm – 4:00pm</u> <i>Exploring State/Federal Career's</i> <u>2pm-4pm</u>	25 <i>Cover Letter Writing</i> <u>10:00am – 11:00am</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Resume Review</i> <i>Walk-In</i> <u>9:00am – 12:00pm</u> <i>(must bring in copy of resume)</i>
28 <i>E-Learning</i> <u>11:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Job Club</i> <u>2pm-4pm</u>	29 <i>Resume development</i> <u>10am – 12pm</u> <i>Overview of SSDI and Work</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>I'm out of work. Now what do I do with my Retirement Plan??</i> <u>1:00pm – 3:00pm</u>	30 <i>Introduction to PC's</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Job Club</i> <u>2pm-4pm</u>	31 <i>TORQ Workshop</i> <u>10:00am – 12:00pm</u> <i>One to One Practice Interviewing</i> <i>(by Appointment)</i> <u>10:00pm-2:00pm</u> Linked-In <u>2:00pm – 4:00pm</u> <i>Veteran's Job Club</i> <u>2:00pm – 4:00pm</u>	<i>August 1st</i> <i>Intro to PowerPoint</i> <u>10:00am – 12:00pm</u> <i>Resume Review</i> <i>Walk-In</i> <u>9:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u>

Please arrive 10-15 minutes prior to start of event....Late arrivals will not be permitted to attend

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

Policies And Procedures For All Workshop Registrations SIGN-UP PROCEDURE

▪ Registration for workshops will be taken in person (walk-in) and over the telephone and are 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. If workshop is full when you attempt to register, you may request to be placed on the ‘Stand-by’ list (if one exists).

POLICIES All workshops begin on time, late customers will not be allowed to attend and their slot will be forfeited/filled by a customer on the stand-by list or a walk-in. As a courtesy to other please shut off all cell phones.

QUINCY CAREER CENTER WORKSHOP DESCRIPTIONS

Overview of Social Security Benefits and Work: Participants will gain an understanding of the Social Security benefits available for individual with disabilities

State/Federal Job Search: Reviews State Website www.Mass.gov/hrd and Federal Website www.usajobs.gov process to apply for government jobs.

Job Club: Meets Monday and Wednesday’s; 2-4pm ;purpose to assist with a job hunt and to give and get job search support and advice

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

One to One Practice Mock Interviews- You must bring the following materials: Resume, Copy of Job Description applying for, have or had a recent or scheduled interview and list of interview questions that you would like covered.

Labor Market Online - O*Net Online-Welcome to your tool for career exploration and job analysis!O*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

Resume Review – By Appointment resume critique with a Certified Professional Resume Writer for a 15 minute review of your current resume which must be in MS Word Format and bring 2 hard copies with you.

TORQWorks: -Prerequisite: Must be able to use a Web Browser TORQ is a website that helps Job Seekers quantify and score - based on past work experience -- their knowledge, skills and abilities. Using the "TORQ score," a Job Seeker can better understand the difficulties in transitioning from one occupation to another.

CareerCenter Seminar: 60-90 minutes learn about the wide variety of CareerCenter services to help you with your job search
“I’m out of work. Now what do I do with my Retirement Plan?” Guest Instructor – Tips and advice on how to protect and grow your retirement plan.Guest Speaker

Financial Survival Tips During Hard Times: Workshop will provide an understanding of your options with mortgages, savings plans, IRs, 401K's, 403b's, and existing retirement plans.Guest Instructor.

Career Directionsand complete assessment tool to assist exploring a new career. Explore a new career if you are changing a career or if you do not know what you would like to do. Examine life and work values

Cover Letter Writing: A good cover letter is crucial for anyone looking for work, since it is often your initial contact with a company. Learn how to organize and write an effective cover letter.

E-Learning: Need to upgrade knowledge of Microsoft Word, Excel or learn how to use Quick Books or another software application. Sign up for this workshop and acquire a license for online tutorials and start the learning process at your own pace. **Must be computer literate and have an email address.**

How to Search for Federal Jobs: Learn the Ins and outs of navigating the Federal Job System. Guest Instructor.

Interview Basics: Includes practical pointers on marketing yourself effectively during the interview. Learn how to market your skills, review difficult interview questions and feel more confident in your next interview.

Introduction to Linked In: Introduction to largest professional network. Linked In connects you to trusted contacts and helps you exchange knowledge, ideas, and opportunities.

Introduction to MACIS: (Mass Career Information System) Discover how to navigate this online system for current information on occupations, assessment tools and education and training.

Introduction to PC’s: Covers the basics of computers, operating system, Internet basic navigation and information stored and accessed on computer.

Introduction n to Excel: Learn the basics on how to create spreadsheets using a Job Search Log and Payroll file as examples. **Must have basic knowledge of PC or taken Introduction to PC’s**

Introduction to Word 2007: A basic introduction to the use of Microsoft Word detailing the user interface, tool bar and the procedures for saving, opening, closing and creating a document. Must have basic knowledge of PC or taken **Introduction to PC’s**

Networking: This workshop focuses on the process of networking and how to market yourself using your connections.

Résumé Critique: Please bring 15 photocopies of your completed résumé and the facilitator along with participants will critique résumé providing valuable feedback.

Résumé Development: This workshop identifies fundamentals of résumé writing including formats. It concentrates on the accomplishment statement and the concept of marketing yourself through the résumé. Learn up to date rules of résumés and how to connect your skills to a future position.

Salary Negotiations: Learn how to negotiate your next salary and be prepared to negotiate when a job offer is presented.

SBASeminar: Gain a better understanding of the various small business administration programs and services available to prospective or current entrepreneurs who need assistance starting or expanding their business. Guest Instructor.

Please call 617-745-4000 to SIGN UP for Workshops or visit

FRONT DESK

Hours of Operations: Mon, Tue, Wed & Fri: 8:30am - 4:30pm and Tues: 9:30am - 4:30pm

617-745-4000152 Parkingway Quincy, MA 02169