

# February 2012

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
<p>Career Center Seminars are Held on: Tuesdays - 9:30am-11:00am &amp; 1:30pm-3:00pm Wednesdays 10:00am-11:30am</p>  <p>Career Fair, Wednesday, 2/29/12 from 9:30am-12:00pm (Bring Your Resume and Dress to Impress)</p>		<p>1 Intro Word Processing <sup>L2</sup> 9:30am - 12:30pm Federal Job Search 9:30am-12:00pm Resume Review By Appointment E-Learning 2:00pm-3:00pm</p>	<p>2 Interviewing 9:30am-12:00pm Intro to MassCIS 10:00am-12:00pm Resume &amp; C.L. Critique 10:30am-12:30pm</p>	<p>3 MJQ &amp; LinkedIn (Beginners) 9:30am-12:00pm Sell Yourself Session 1 9:30am-12:00pm</p>
<p>6 LinkedIn (Advanced) 9:30am-12:00pm Job Club 10:00am-11:30am Intro to PC's (Beginners) 1:30pm-3:30pm</p>	<p>7 In-House Recruitment (Tractor Supply Company) 9am-4pm Internet Job Search 9:30am-12:00pm Resume Review By Appointment</p>	<p>8 In-House Recruitment (Tractor Supply Company) 9am-4pm Excel Basics <sup>L4</sup> 9:30am-12:30pm</p>	<p>9 Point &amp; Click 9:30am-12:00pm Resume &amp; Cover Letter 9:30am-12:00pm Salary Negotiations 10:30am-12:30pm</p>	<p>10 Sell Yourself Session 2 9:30am-12:00pm MJQ &amp; LinkedIn (Beginners) 9:30am-12:00pm Massasoit CC Information Session By Appointment</p>
<p>13 LinkedIn (Advanced) 9:30am-12:00pm Fixing Your Broken Sleep 10:00am -12:00pm Intro to PC's (Advanced) 1:30pm-3:30pm</p>	<p>14 Internet Job Search 9:30am-12:00pm Improving Communications Skills <sup>NEW</sup> 1:00pm-3:00pm</p>	<p>15 MS Office Objects &amp; PowerPoint <sup>L5</sup> 9:30am-12:30pm Sell Yourself Session 3 9:30am-12:00pm E-Learning 2:00pm-3:00pm Resume Review By Appointment</p>	<p>16 Interviewing 9:30am-12:00pm SBA Overview 10:00am -12:00pm Intro to MassCIS 10:00am-12:30pm Veteran Networking Group 1:00pm – 3:30pm Resume &amp; C.L. Critique 2:00pm-4:00pm</p>	<p>17 MJQ &amp; LinkedIn (Beginners) 9:30am-12:00pm Plymouth Networking Group 10:00am -11:30am</p>
<p>20 Career Center Closed</p>	<p>21 Internet Job Search 9:30am-12:00pm Mature Workers 10:30am-12:30pm</p>	<p>22 Excel Basics <sup>L4</sup> 9:30am-12:30pm Sell Yourself Session 4 9:30am-12:00pm Resume Review By Appointment</p>	<p>23 Point &amp; Click 9:30am-12:00pm Resume &amp; Cover Letter 10:00am-12:30pm Networking 10:30am-12:30pm</p>	<p>24 MJQ &amp; LinkedIn (Beginners) 9:30am-12:00pm All I Want Is A Job 10:00am-11:30am</p>
<p>27 LinkedIn (Advanced) 9:30am-12:00pm Intro to PC's (Beginners) 1:30pm-3:30pm</p>	<p>28 Internet Job Search 9:30am-12:00pm 30 Second Commercial <sup>NEW</sup> 1:00pm-3:00pm Resume Review By Appointment</p>	<p>29 Career Fair 9:30am-12:00pm Skill Scan 10:30am-12:30pm</p>	<p> What Seminars are Back!!! - Sell Yourself - - All I Want Is A Job - - Fixing Your Broken Sleep -</p>	

### 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

**Career Center Seminar**—This seminar is designed to educate customers on the many services of the Center and how to access these services.

**NEW 30 Second Commercial** - This workshop will encompass How to Sell yourself in 30 Seconds during your Networking routine and the Interview.

**Interviewing I** - Includes practical pointers on marketing yourself effectively during the interview

**NEW Interviewing II** – **Prerequisite:** Must have Attended Interviewing I "Practice" interviewing techniques learned in session one.

**NEW Intro to PC's (Beginners)** – Learn how to identify and use the internal and external major components of a PC, how to navigate through Windows, an e-mail account, and to upload their resume

**NEW Intro to PC's Advanced** **Prerequisite:** Must have attended *Beginners or Point & Click*. This seminar is a continuation of *Beginners*

**NEW Internet Job Search** – **Prerequisite:** Computer Skills & email account – Learn Job bank fundamentals. Basic/advanced job search on the web. Various method of applying for jobs online.

**NEW Improving Communication Skills** - This workshop will provide you guidance on how to eliminate misunderstandings due to ineffective communications

**Introduction to Mass CIS** <sup>53</sup>. **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.

**Fixing Our Broken Sleep** - Participants will learn of techniques to increase the quality and quantity of their sleep to include: A guided relaxation, Identifying how stress affects sleeping habits and health

**Federal Job Search Workshop** Learn the ins and outs of navigating the Federal job system. .

**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

**NEW MJQ & LinkedIn (Beginners)** –Participants will conduct internet job search activities and learn the basics of LinkedIn. Prerequisite: Must have resume on flash drive, email account, and a MJQ Account

**Plymouth Networking Club** <sup>NEW</sup> - NETWORK through the Career Center to obtain a financially stable position.

**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 Yourself**—Jobseekers will learn of sales techniques to sell themselves effectively in today's job market. *Note:* 4 Different Sessions and they **DO NOT** have to be taken sequentially

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

**Skill Scan** - Fast, interactive process to identify transferrable skills. Seminar is designed to help you discover you skills, examine work and life values, and point you in the right direction

**Veteran Networking Group** – Job search networking/support group for prior military service personnel

## Computer Workshop Level

**Note:** New format for ALL computer workshops

Participants **MUST** meet Workshop prerequisite

Use the "LEVELS" as a guideline to 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

**Excel Basics**<sup>L4</sup> - Learn the basics on how to create spreadsheets.

**Prerequisite:** Knowledge of MS Word and Must know how to use a mouse

**Introduction to Word Processing** <sup>L2</sup> - Learn the basics of word processing

**Prerequisite:** Demonstrated ability/knowledge of basic computer skills. Must know how to use a mouse.

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

## Self-Directed Resource Room Services

**Support for Individuals with Disabilities:** Auxiliary aids or services are available upon request to individuals with disabilities. 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.

## 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

- Customers may sign up for a maximum of three (3) computer related workshops per month
- 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
- 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 extenuation circumstances on detailed flyer at front desk)

## 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
- Bear to the right — #36 is at the right end of the building