



February 2012

To 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>10:00am – 11:00am</u>	2 Career Fair 10:30am – 12:30am See Flyer	3 Cover Letter Writing <u>10am – 11am</u> <i>Career Center Seminar</i> 10:00am – 11:00am
6 <i>Salary Negotiations</i> <u>10am – 12pm</u> <i>E-Learning (Licenses)</i> <u>12:00pm – 1:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> ”Stress and You” See Flyer <u>1pm-3pm</u>	7 <i>Resume Critique</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u>	8 <i>Introduction to PC’S</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Networking</i> <u>2:00pm – 4:00pm</u>	9 Intro to Linked-In Basic <u>2pm – 4pm</u> <i>SBA Seminar</i> <u>1pm – 3pm</u>	10 <i>Career Center Seminar</i> 10:00am – 11:00am <i>Intro to PowerPoint</i> <u>1pm-4pm</u>
13 <i>E-Learning (Licenses)</i> <u>11am – 12pm</u> <i>Career Center Seminar</i> 1:30pm – 2:30pm	14 <i>Resume Development</i> <u>10am – 12pm</u> <i>Internet Job Search</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u>	15 <i>Introduction to Word</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Interview Basics</i> <u>10am – 12pm</u>	16 NEW TORQ Workshop <u>10am-11am</u> Intermediate Linked-In <u>2pm– 4pm</u>	17 Cover Letter Writing <u>10am – 11am</u> <i>Intro to Excel</i> <u>1pm – 4pm</u> <i>Veterans Workshop</i> 1:00pm – 3:00pm
20 HOLIDAY	21 <i>Resume Critique</i> <u>10am – 12pm</u> <i>Email and Attachments</i> <u>10:00am – 12:00pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Financial Survival Tips</i> <u>During Hard Times</u> <u>1:00pm-3:00pm</u>	22 <i>Introduction to PC’S</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> 10:00am – 11:00am	23 <i>Career Directions</i> <u>10am -12pm</u> Intro to Linked-In Basic <u>2pm – 4pm</u> <i>How to search</i> <i>for Federal Jobs</i> <u>1pm – 3pm</u>	24 <i>Career Center Seminar</i> <u>10:00am – 11:00am</u> <i>Intro to PowerPoint</i> <u>1pm-4pm</u> <i>Veterans Workshop</i> 1:00pm – 3:00pm
27 <i>E-Learning (Licenses)</i> <u>11am – 12pm</u> <i>Career Center Seminar</i> 1:30pm – 2:30pm	28 <i>Resume Development</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>1:30pm – 2:30pm</u> <i>Internet Job Search</i> <u>10am – 12pm</u> “I’m out of work. Now what do I do with my Retirement Plan?” <u>1:00pm-3:00pm</u>	29 <i>Introduction to Word</i> <u>10am – 12pm</u> <i>Career Center Seminar</i> <u>10:00am – 11:00am</u>	March mjc 1 Intermediate Linked-In <u>2pm– 4pm</u>	March 2 <i>Intro to Excel</i> <u>1pm – 4pm</u>

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

Quincy Career Center 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

New ""Stress and You" - Learn how to deal with stress while looking for employment.

New: 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.

Career Center Seminar: 60-90 minutes learn about the wide variety of Career Center 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 Directions and 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.**

E-Mail and Attachments: Learn how to attach files to email messages and how to copy and paste files onto online applications. Also, learn how to use the "Hot Jobs" list. **Must have an email address to participate in this workshop.**

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

Internet Job Search: This lesson will provide customers knowledge of various job search tools. Familiarizes customers with the steps necessary to do internet job search successfully as well as tricks to navigating job search portals. Items covered include the hot job list, jobquest, and job search engines.

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 to Excel: Learn the basics on how to create spreadsheets using a Job Search Log and Payroll files 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**

Introduction to PowerPoint: Basic Introduction to creating presentations using interactive media and graphics. **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 Negotiation: Learn how to negotiate your next salary.

SBA Seminar: 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.

Tips for Mature Workers: Gain a greater understanding of potential age related biases which may impact one's job search and discuss how to use your strengths and skills to your advantage.

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
617-745-4000 152 Parkingway Quincy, MA 02169