



August 2019

Monday	Tuesday	Wednesday	Thursday	Friday	WHAT YOU NEED TO KNOW
			1	2	<p>www.MassHireNorthCentralcc.com M, T, W, F: 8:00am - 4:00pm Thursday: 9:00am - 4:00pm CLOSED SATURDAY & SUNDAY 100 Erdman Way, Leominster, MA Phone: (978) 534-1481</p> <p>How can I get started at MassHire? Attend a Career Center Seminar (CCS)</p> <p>Participate in a workshop to access job training and learn skills to help you take the next steps in your career. Ask a Career Center staff person how to register. See the other side of this page for a guide to MassHire workshops</p> <p>Workshop Attendance Policy Workshops are closed 10 minutes after the scheduled start. Entry to a workshop 10 minutes after the start is not permissible.</p> <p>If you cannot attend a workshop, notify MassHire at least 24 hours prior to the start of the workshop.</p> <p>CCS – Career Center Seminar TABE – Test of Adult Basic Education</p>
5 1:00pm CCS	6 9:00am Shriver Job Corp 1:00pm	7 9:00am Intro to LinkedIn 1:30pm	8 9:15am TABE 10:00am MA Rehab Overview	9 9:00am Career Ready	
12 1:00pm CCS	13 9:00am CCS	14 9:00am Using Age to Your Advantage 1:00pm	15 10:00am Resume Basics 1:00pm Trade Orientation	16	
19 10:00am Job Search Strategies 1:00pm CCS	20 9:00am CCS 1:00pm Shriver Job Corp	21 9:00am CCS 1:00pm Interviewing With Confidence	22 9:15am TABE	23 9:00am Career Ready	
26 1:00pm CCS	27 9:00am CCS	28 9:00am CCS	29 10:00am Trade Orientation	30	

JOB FAIRS & EVENTS

Ride of Your Life Job Fair
 Will be held at [Montachusets](#) Regional Vocational Technical High School in Fitchburg on August 18th from 10am – 12noon.

New: Trade Orientations
 If you have been laid off from a company who is sending jobs out of the country, you may be eligible for Trade benefits. Once you have applied for Trade benefits, you should attend one of our Trade Orientations.

August 2019 Workshop Guide

Which workshop is right for me?

I need to....

Recommended workshop

- Learn how to prepare for an interview
- Refresh my interviewing skills



Interviewing with Confidence
August 21th at 1:00pm

- Learn about LinkedIn as a networking tool
- Set up and use my LinkedIn account



Introduction to LinkedIn
August 7th at 1:30pm

- Explore alternative Job search strategies
- Diversify my job search activities



Job Search Strategies
August 19th at 10:00am

- Choose the right resume format for me
- Know what info should be in my cover letter



Resume Basics
August 15th at 10:00am

- Leverage my experience into an advantage
- Learn to combat ageism during interviews



Using Age to Your Advantage
August 14th at 1:00pm