

WORKSHOP DESCRIPTIONS

RECOMMENDED ACTION PLAN FOR A SUCCESSFUL JOB SEARCH AND FUTURE EMPLOYMENT

CAREER CENTER SEMINAR (2.5 hours): Be introduced to the Career Center and the programs, services and resources available to help with your employment needs.

JOB SEARCH STRATEGIES (3 hours): Discover critical strategies for conducting a successful job search campaign in today's job market.

RESUME WRITING (2.5 hours): Find out the best practices, critical components and most convincing formats to use to create a "winning" résumé. NOTE: *A Certified Professional Resume Writer facilitates this workshop.*

RESUME CRITIQUE (15 minutes): Receive feedback from a Certified Professional Résumé Writer on the "final" draft of your résumé in a one-on-one meeting. **Pre-requisite:** *Resume Writing workshop or referred by staff member*

INTERVIEWING TECHNIQUES (2.5 hours): Learn proven practices for successfully handling your interview process - includes planning, preparation, presentation and post-interview activities.

MOCK INTERVIEW (30 minutes): Practice (and receive feedback) on your interviewing skills in a privately videotaped session with a Career Center staff member. **Pre-requisite:** *Interviewing Techniques workshop*

COMPUTER LITERACY – NECESSARY TO IDENTIFY AND APPLY TO JOBS, AS WELL AS TO DEVELOP A RESUME

INTRODUCTION TO PC'S & THE INTERNET (2 Hours): Be introduced to the fundamentals of P.C.'s and the "windows" environment, practice using basic computer functions; learn about the World Wide Web and practice using basic search functions.

ELECTRONIC APPLICATIONS & E-MAIL IN THE JOB SEARCH (2 hours): Learn tips and best practices for completing online job applications, register in JobQuest, and practice using copy & paste and browse functions; practice using e-mail to attach a résumé to a potential employer. **Pre-requisite:** *Basic computer skills.*

INTRODUCTION TO MS WORD (2 hours): Learn about MS Word and practice using common functions and basic features in the 2003 version of this word processing program. **Pre-requisite:** *Basic computer skills.*

INTRODUCTION TO MS EXCEL (2 hours): Learn about MS Excel and practice using common functions and basic features in the 2003 version of this spreadsheet program. **Pre-requisite:** *Introduction to MS Word.*

DEVELOPING NEW SKILLS TO BE MARKETABLE TO EMPLOYERS

CAREER DIRECTIONS: Part 1, Day 1 (3 hours): Identify your skills, interests and abilities using a Self Directed Search assessment tool. Part 2, Day 2 (3 Hours): Interpret your assessment results and learn about labor market resources to further explore occupations that are related to your interests and abilities. NOTE: *You must be able to attend both parts of this session.*

CAREER EXPLORATION & BEYOND (2 hours): Be introduced to the MassCIS website, create an online portfolio, learn how to investigate occupational information, discover how to research educational information and complete a self-assessment using the O*Net Profiler. **Pre-requisite:** Must have basic computer skills.

Labor Market Research (2 Hours): Be introduced to TORQ, an online resource unique in its ability to understand & quantify a job seeker's knowledge, skills, and abilities in order to provide information on alternative occupations, gaps in knowledge, skills and abilities, connections to real time job postings, and relevant training programs.

TRAINING INFORMATION MEETING (contingent on availability of funds): Find out about training opportunities and eligibility requirements. **Pre-requisite:** *Career Center Seminar*

EDUCATION, FINANCIAL AID & CAREER COUNSELING: Get information on schools and careers, financial aid and scholarships; get counseling on school selection and assistance with admissions and financial aid applications; find out about ESL and how to prepare for citizenship.

ADDRESSING BARRIERS TO EMPLOYMENT

NEW LEAF PROGRAM Learn strategies for finding an appropriate job for your background, presenting yourself in an interview and assisting you in overcoming employer concerns. NOTE: This session is for job seekers experiencing CORI issues in the job search.

USING AGE TO YOUR ADVANTAGE (3 hours): Discuss the challenges that experienced, mature workers face in today's job market and learn ways to address these challenges.