

August 2010

To schedule or cancel a workshop, please call (508) 732-5300

Note: Workshop Dates/Times Subject to Change

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Veteran's, "Sell Yourself" (Session 1 of 4) 10:00am-12:00pm	3 Point & Click Basics ^{S1} 10:00am - 12:00pm "Sell Yourself" ^{New} (Session 1 of 4) 10:00am-12:00pm	4	5 Excel Basics ^{S4} 9:30am - 12:30pm Résumé & Cover Letter 10:00am-12:30pm	6 Green Jobs Work Opportunities Workshop/Recruitment 10:00am -12:00pm
9 Veteran's, "Sell Yourself" (Session 2 of 4) 10:00am-12:00pm Career Directions 1:00pm - 3:00pm Job Seeking Strategies 1:30pm-3:30pm	10 Point & Click Basics ^{S1} 10:00am - 12:00pm "Sell Yourself" ^{New} (Session 2 of 4) 10:00am-12:00pm	11 Mini Career Fair 9:30am-12:00pm Veteran's Federal Job Search Workshop ^{New!} 1:30pm-3:30pm E-Learning 2:00pm-3:00pm	12 Intro to Word Processing ^{S2} 9:30am - 12:30pm Interviewing 10:00am-12:30pm	13 Veteran's Linked In ^{S2} (Beginners) 10:00am-12:00pm Intro to Mass CIS 1:30pm-3:30pm
16 Veteran's, "Sell Yourself" (Session 3 of 4) 10:00am-12:00pm Surviving the Current Recession 1:00 pm - 3:00 pm	17 Point & Click Review 10:00am - 12:00pm "Sell Yourself" ^{New} (Session 3 of 4) 10:00am-12:00pm	18 Federal Job Search Workshop ^{New!} 1:30pm-3:30pm E-Learning 2:00pm-3:00pm	19 MS Word Basics ^{S3} 9:30am - 12:30pm SBA Overview 10:00am - 12:00pm	20 Veteran's Networking Group 9:30am -12:00pm
23 Career Directions 10:00am-1:00pm Veteran's, "Sell Yourself" (Session 4 of 4) 10:00am-12:00pm Job Seeking Strategies 1:30pm-3:30pm	24 Intro to Linked In ^{S3} 10:00am-12:00pm "Sell Yourself" ^{New} (Session 4 of 4) 10:00am-12:00pm Résumé Critique (Prerequisite) 2:00pm-4:00pm	25 E-Learning 2:00pm-3:00pm	26 Basic Internet Job Search ^{S3} 9:30am - 12:30pm Résumé & Cover Letter 10:00am-12:30pm Networking & The Hidden Job Market 10:30am-12:30pm Mature Workers Job Searching Tips 2:00pm-4:00pm	27 Veteran's Linked In ^{S2} (Advanced) 10:00am-12:00pm Intro to Mass CIS 1:30pm-3:30pm
30	31	Career Center Seminar Tuesdays: 9:30am -11:00am & 1:30pm -3:00pm Wednesdays: 10:00am-11:30am Thursday: 1:00pm -2:30pm		

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)
- Customers who have a history of no-shows for workshops may lose the privilege of signing up for future workshops

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

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

Hours of Operation

Mon, Tue, Thur & Fri: 8:30am - 4:30pm and Wed: 9:30am - 4:30pm

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.

Career Directions— Career exploration workshop.

E-Learning ^{S2} – This new exciting self-paced tutorial offers: computer software applications. **Prerequisite:** Must have a valid e-mail address and have a basic understanding of computers and the internet

Federal Job Search Workshop ^{New} Learn the ins and outs of navigating the Federal job system.

Internet Job Search ^{S3} – Learn the **basics** of Internet job searching

Interviewing - Includes practical pointers on marketing yourself effectively during the interview **Practice Option**-after attending seminar, schedule an appointment to "Practice" interviewing techniques

Intro to Linked-In ^{S2}– Learn how to use to seek employment.

Prerequisite: Must have intermediate proficiency level with computers and the internet

Introduction to Mass CIS ^{S2} - On line interactive system providing info on occupations, how to do an effective job search, assess interests/skills.

Job Seeking Strategies - This workshop discusses the numerous advertised and unadvertised methods to obtain employment as well as the most effective way to use each method.

Mature Workers Job Search Tips - Participants will gain a greater understanding of potential age-related biases, both internal and external, which may impact on one's job search and specific strategies to aid participants in developing a successful job search

Networking For Your Job Search - Workshop will provide proven techniques to find the hidden job market - the unadvertised job openings.

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 Critique – **Prerequisite:** Bring 11 copies of your "typed" Résumé to share with other participants. Receive constructive criticism from workshop facilitator to ensure that your Résumé illustrates the strengths and skills needed in today's job market.

Salary Negotiations - Learn negotiating techniques as well as how to negotiate salary based on the "Market Value" of a position.

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

"Sell Yourself" ^{NEW} – (4 Part Series) Jobseekers will learn of sales techniques to sell themselves effectively in today's job market

Surviving The Current Recession - Workshop will provide an understanding of your options with mortgages, savings plans, IRSSs, 401K's, 403b's, and existing retirement plans.

Veteran Networking Group (VetNet) – Job search networking/support group for prior military service personnel.

Veteran's, "Sell Yourself" – (4 Part Series) Veteran's will learn of sales techniques to sell themselves effectively in today's job market

Computer Workshop Level

Note: New format for computer workshops

Participants **MUST** meet Workshop prerequisite

Follow the "STEPS" based on your skill level when signing up

Step 1 = Beginner/Novice

Step 2 = Basic Keyboarding & Mousing Skills

Step 3 = Intermediate Keyboarding, Mousing, & Word Processing Skills

Step 4 = Moderate Keyboarding, Mousing, & Word Processing Skills

Computer Workshops

Point & Click Basics ^{S1} - An introduction to computers for beginners and for those who are in need of basic computer skills

Point & Click Review ^{S1} – A review of the fundamentals learned in Point & Click Basics.

Introduction to Word Processing ^{S2} - Learn the basics of word processing **Prerequisite:** *Attended Point & Click or demonstrated ability/knowledge of basic computer skills. Must know how to use a mouse.*

Microsoft Word Basics ^{S3} - Introduces users to the basic features utilized when working with a document in Microsoft Word. **Prerequisite:** Attended Intro word processing or demonstrated knowledge of MS Word Basics

Intro to Excel ^{S4} – Learn the basics on how to create spreadsheets.

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

Self-Directed Resource Room Services

Mavis Beacon-Typing Tutor: A self-paced tutorial program for those who need to learn basic keyboarding skills or for those who want to increase their typing speed and accuracy.

Support for Individuals with Disabilities: Auxiliary aids or services are available upon request to individuals with disabilities. Speak with Job Specialist for assistance.

WinWay Résumé: WinWay Résumé[®] is a "point and click" software program with thousands of options for creating your Résumé.

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.

EVENTS

August 11, 2010 - Mini Career Fair
9:30am-12:00pm

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

There is ample parking at either side or in the rear of the building
Suite 200 is on the first floor