

April 2019 Workshops & Event Calendar

To register for a workshop, please visit our [online calendar](#).



1	Monday	2	Tuesday	3	Wednesday	4	Thursday	5	Friday
9:30	Why and How to Create a Resume (1.0)	9:30	Job Seekers Networking Group (2.0)	9:30	Career Center Seminar	10:30	Healthcare Networking Group (2.0)	*9:30	Your New Career - Session 3: Implement a Successful Career Transition (3.0) *\$
9:30	Job Fair Prep (1.0)	10:00	Drop-In: Ask the Healthcare Coach	10:45	Financial Health: Your Credit Report Can Impact Your Job Search (1.0)	11:00	Welcome Session	11:00	Welcome Session
11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	12:00	City Academy Info Session	1:00	Drop-In: CORI
1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach
2:00	Career Center Seminar	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	SkillScan (2.0)	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	
		1:00	LinkedIn: Mastering the Basics (1.0)	1:30	Hospitality Job Fair	1:00	Introduction to Word (1.0)	2:00	
		2:00	Training & Re-Employment Opportunities (1.0)	5:30	Welcome Session	2:00	Career Center Seminar	4:00	
		4:00	Free Tax Services	5:30	City Academy Info Session	4:00	Free Tax Services		
8	Monday	9	Tuesday	10	Wednesday	11	Thursday	12	Friday
9:30	Get Your Resume into Human Hands (2.0)	9:30	Using Age to Your Advantage (2.0)	12:30	Healthcare Job Fair	10:30	Opportunities in Health Care (1.0)	*12:30	LinkedIn: Advanced Strategies for Online Networking (Webinar)(3.0)*\$
9:30	Interview: Mastering Behavioral Questions (2.0)	10:00	Drop-In: Ask the Healthcare Coach	5:00	Networking for Introverts	10:30	Your New Career - Session 1: Find New Options (2.0)	1:00	Drop-In: CORI
11:00	Welcome Session	11:00	Welcome Session			11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach
1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach			1:00	Drop-In: Ask the Career Coach		
1:00	Creating a Targeted Resume (2.0)	2:00	Training & Re-Employment Opportunities (1.0)			1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
2:00	Career Center Seminar	2:00	Career Center Seminar			1:00	Crafting Your Elevator Pitch (2.0)		
		4:00	Free Tax Services			2:00	Career Center Seminar		
						4:00	Free Tax Services		
15	Monday	16	Tuesday	17	Wednesday	18	Thursday	19	Friday
11:00	Welcome Session	9:30	Cover Letters & Communication (1.0)	9:30	Career Center Seminar	10:30	Health Care Networking (2.0)	9:30	Refugee & Immigrant Employment Info Session
*1:00	Create a Resume that Pops! Session 1 (3.0) *\$	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Interview: Mastering the Basics (1.0)	9:30	Financial Health: Money Habits
1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	11:00	Welcome Session
1:00	Introduction to Excel (1.0)	1:00	Drop-In: Ask the Career Coach	5:30	Financial Health: Saving for Retirement (1.0)	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: CORI
2:00	Career Center Seminar	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator			1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Drop-In: Ask the Career Coach
		1:00	Why and How to Create a Resume (1.0)			2:00	Career Center Seminar	1:00	Word: Beyond the Basics (2.0)
		2:00	Training & Re-Employment Opportunities (1.0)						

22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
9:30 Opportunities in Tourism (1.0)	9:30 Creating a Targeted Resume (2.0)	9:30 Career Center Seminar	10:30 Opportunities in Health Care (1.0)	*9:30 Your New Career - Session 2:
10:00 USPS Recruitment	10:00 Drop-In: Ask the Healthcare Coach	11:00 Welcome Session	10:30 Get Your Resume into Human Hands (2.0)	Evaluate the Options (3.0) *\$
11:00 Welcome Session	11:00 Welcome Session	1:00 Drop-In: Ask the Career Coach	11:00 Welcome Session	11:00 Welcome Session
1:00 Drop-In: Ask the Career Coach	1:00 Drop-In: Ask the Career Coach	1:00 Interview: Mastering Behavioral Questions (2.0)	1:00 Drop-In: Ask the Career Coach	1:00 Drop-In: Ask the Career Coach
*1:00 Create a Resume that Pops! Session 2 (3.0) *\$	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00 LinkedIn: Creating a Targeted Profile (2.0)	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00 Drop-In: CORI Using Age to Your Advantage (2.0)
1:00 Financial Health: Tailoring a Spending Plan (2.0)	1:00 Online Applications Lab (1.0)	5:00 AAUW Salary Negotiation	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00 Excel: Beyond the Basics (2.0)
2:00 Career Center Seminar	2:00 Training & Re-Employment Opportunities (1.0)	5:30 Behind the LinkedIn Curtain: What Recruiters See	2:00 Career Center Seminar	
	3:00 Job Search with Boston Business Journal (2.0)			

29 Monday	30 Tuesday				
*9:30 Personal Branding (3.0) *\$	9:30 SkillScan (2.0)				
9:30 Career Center Seminar	10:00 Drop-In: Ask the Healthcare Coach				
11:00 Welcome Session	11:00 Welcome Session				
1:00 Drop-In: Ask the Career Coach	1:00 Drop-In: Ask the Career Coach				
*1:00 LinkedIn: Clinic (3.0) *\$	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator				
1:00 21st Century Job Search (2.0)	1:00 Is Your Networking Working? (2.0)				
1:00 Dress for Success	2:00 Training & Re-Employment Opportunities (1.0)				

Office Hours of Operation

Monday:	9AM - 5PM
Tuesday:	9AM - 5PM
Wednesday:	9AM - 7PM
Thursday:	10AM - 5PM
Friday:	9AM - 5PM

Resource Center Hours of Operation

Monday:	9AM - 4PM
Tuesday:	9AM - 4PM
Wednesday:	9AM - 4PM
Thursday:	10AM - 4PM
Friday:	9AM - 4PM

Guidelines

- Please make child care arrangements prior to your visit.
- We recommend you arrive 15 minutes early for workshops; no one will be admitted to a workshop 10 minutes after the start time.
- If you cannot keep an appointment or attend a scheduled workshop, please call 617-399-3100 in advance to cancel and reschedule.
- Most workshops last 1.5 hours; a few are 2 hours long. The length of the workshop is included in the description section of each workshop on our website.
- ***This Workshop has a fee.**

Please LET US KNOW when you get a job: <http://bit.ly/IGotAJob>

75 Federal Street, 3rd Floor • Boston, MA 02110 • 617.399.3100 • www.MassHireDowntownBoston.org

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