

February 2019 Workshops & Event Calendar

To register for a workshop, please visit our online calendar.



						1 Friday			
						9:30	Managing Stress & Negativity in the Job Search 2.0		
						11:00	Welcome Session		
						1:00	DROP-IN: Ask the Career Coach		
						1:00	DROP-IN: CORI		
						1:00	Why and How to Create a Resume 1.0		
						1:00	Cover Letter and Communication 1.0		
						1:00	LinkedIn 1.0: Mastering the Basics		
4 Monday		5 Tuesday		6 Wednesday		7 Thursday		8 Friday	
9:30	Online Applications Explained 1.0	9:30	Crafting Your Elevator Pitch 2.0	9:30	Career Center Seminar	10:30	Healthcare Networking 2.0	9:30	Your New Career: Find New Options 2.0 Session 1
11:00	Welcome Session	10:00	DROP-IN: Ask the Healthcare Coach	11:00	Welcome Session	10:30	LinkedIn 2.0: Creating a Targeted Profile	11:00	Welcome Session
1:00	DROP-IN: Ask the Career Coach	11:00	Welcome Session	1:00	DROP-IN: Ask the Career Coach	11:00	Welcome Session	1:00	DROP-IN: CORI
1:00	Interview 1.0: Mastering the Basics	1:00	DROP-IN: Ask the Career Coach	1:00	Get Your Resume Into Human Hands 2.0	1:00	DROP-IN: Ask the Career Coach	1:00	DROP-IN: Ask the Career Coach
1:00	Creating a Targeted Resume 2.0	1:00	Using Age to Your Advantage 2.0	1:00	Job Fair Prep 1.0	1:00	Interview 2.0	1:00	Introduction to Word 1.0
2:00	Career Center Seminar	2:00	Training and Re-Employment Opportunities 1.0	5:30	Financial 1.0: Understanding Your Taxes it Matters!	2:00	Career Center Seminar	1:00	Opportunities in Tourism 1.0
		4:00	Free Tax Services			4:00	Free Tax Services		
11 Monday		12 Tuesday		13 Wednesday		14 Thursday		15 Friday	
9:30	Create a Resume that Pops! 3.0 Part 1 * \$	9:30	Cover Letter & Communication 1.0	9:30	Career Center Seminar	10:30	Opportunities in Healthcare 1.0	*9:30	Your New Career: Evaluate the Options 3.0 Session 2 * \$
11:00	Welcome Session	10:00	DROP-IN: Ask the Healthcare Coach	10:00	Non-Profit/ Human Services Job Fair	1:00	Job Search with Boston Business Journal 2.0	9:30	Refugee & Immigrant Employment Info Session
1:00	DROP-IN: Ask the Career Coach	11:00	Welcome Session	10:45	Financial 1.0: Your Credit Report can Impact your Job Search	4:00	Free Tax Services	11:00	Welcome Session
1:00	Introduction to Excel 1.0	1:00	DROP-IN: Ask the Career Coach	11:00	DROP-IN: Ask the Career Coach			1:00	DROP-IN: CORI
1:00	Financial 1.0: Money Habits	1:00	Why and How to Create a Resume 1.0	*3:00	Personal Branding 3.0 * \$ (Newton, MA)			1:00	DROP-IN: Ask the Career Coach
2:00	Career Center Seminar	2:00	Training and Re-Employment Opportunities 1.0	5:00	SkillScan 2.0			*1:00	WEBINAR LinkedIn 3.0 Advanced Strategies * \$
		4:00	Free Tax Services					1:00	Managing Stress & Negativity in the Job Search 2.0
								1:00	LinkedIn 1.0: Mastering the Basics
18 Monday		19 Tuesday		20 Wednesday		21 Thursday		22 Friday	
 President's Day		9:30	Create a Resume that Pops! 3.0 Part 2 * \$	9:30	Career Center Seminar	10:30	Healthcare Networking 2.0	*10:30	LinkedIn for Small Businesses 3.0 * \$
		10:00	DROP-IN: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Creating a Targeted Resume 2.0	11:00	Welcome Session
		11:00	Welcome Session	1:00	DROP-IN: Ask the Career Coach	1:00	Interview 2.0	11:00	Financial 1.0: Tailoring a Spending Plan
		1:00	DROP-IN: Ask the Career Coach	1:00	LinkedIn 2.0: Creating a Targeted Profile	1:00	LinkedIn 2.0: Creating a Targeted Profile	1:00	DROP-IN: Ask the Career Coach
		1:00	Online Application Lab 1.0	5:00	Interview 1.0: Mastering the Basics	2:00	Career Center Seminar	1:00	DROP-IN: CORI
		2:00	Training and Re-Employment Opportunities 1.0			4:00	Free Tax Services	1:00	Job Seekers Networking Group 2.0
4:00	Free Tax Services						1:00	Using Age to Your Advantage 2.0	

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25	Monday	26	Tuesday	27	Wednesday	28	Thursday
11:00	Welcome Session	9:30	SkillScan 2.0	9:30	Career Center Seminar	10:30	Opportunities in Healthcare 1.0
1:00	DROP-IN: Ask the Career Coach	10:00	DROP-IN: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Get Your Resume Into Human Hands 2.0
*1:00	LinkedIn 3.0: Clinic * \$	11:00	Welcome Session	1:00	DROP-IN Ask the Career Coach	11:00	Welcome Session
1:00	21st Century Job Search 2.0	1:00	DROP-IN: Ask the Career Coach	*1:00	Personal Branding 3.0 * \$	1:00	DROP-IN: Ask the Career Coach
2:00	Career Center Seminar	1:00	Is Your Networking Working? 2.0	*1:00	Facebook for Small Businesses 3.0 * \$	1:00	How to Get a Federal Job 1.0
		2:00	Training and Re-Employment Opportunities 1.0	*3:00	Networking for Introverts 3.0 * \$ (Newton, MA)	2:00	Career Center Seminar
		3:00	Job Search with Boston Business Journal 2.0	5:00	AAUW Salary Negotiation	4:00	Free Tax Services
		4:00	Free Tax Services				

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

Veterans and their eligible spouses receive priority of service.

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