


January 2019 Workshops & Event Calendar

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

	1 Tuesday	2 Wednesday	3 Thursday	4 Friday
	 Happy New Year!	9:30 Career Center Seminar 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Interview 1.0: Tips & Techniques 1:00 SkillScan 2.0 5:00 LinkedIn 1.0: Mastering the Basics 5:30 Welcome Session	10:30 Opportunities in Healthcare 1.0 10:30 Why and How to Create a Resume 1.0 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Introduction to Word 1.0 2:00 Career Center Seminar	9:30 Your New Career: Find New Options 2.0 Session 1 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 DROP-IN: CORI 1:00 Cover Letter and Communication 1.0 1:00 Managing Stress & Negativity in the Job Search 2.0 1:00 Job Fair Prep 1.0
7 Monday	8 Tuesday	9 Wednesday	10 Thursday	11 Friday
9:30 Online Applications Explained 1.0 9:30 Crafting Your Elevator Pitch 2.0 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Financial 1.0: Your Credit Report can Impact your Job Search 1:00 Creating a Targeted Resume 2.0 2:00 Career Center Seminar	9:30 Interview 2.0 10:00 DROP-IN: Ask the Healthcare Coach 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Using Age to Your Advantage 2.0 *1:00 WEBINAR: Tips from HR 3.0 *\$ 2:00 Training and Re-Employment Opportunities 1.0 6:00 Apprenti Online Webinar	9:30 Career Center Seminar 11:00 Welcome Session 12:00 Apprenti Online Webinar 1:00 DROP-IN: Ask the Career Coach 1:00 Get Your Resume Into Human Hands 2.0 1:00 Job Seekers Networking Group *5:30 LinkedIn for Small Businesses 3.0 *\$	10:30 Healthcare Networking 2.0 11:00 Welcome Session 1:00 Banking Job Fair 1:00 DROP-IN: Ask the Career Coach 1:00 Job Search with Boston Business Journal 2.0 2:00 Career Center Seminar	 Staff Development
14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday
9:30 LinkedIn 2.0: Creating a Targeted Profile 9:30 Encore Boston Harbor Information Session 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach *1:00 Create a Resume that Pops! 3.0 Part 1 *\$ 1:00 Introduction to Excel 1.0 2:00 Career Center Seminar	9:30 Cover Letter & Communication 1.0 10:00 DROP-IN: Ask the Healthcare Coach 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Why and How to Create a Resume 1.0 1:00 Online Applications Lab 1.0 2:00 Training and Re-Employment Opportunities 1.0	9:30 Career Center Seminar 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 LinkedIn 1.0: Mastering the Basics 1:00 Small Business Administration Information Session 5:30 Financial 1.0: Saving For Retirement	10:30 Opportunities in Healthcare 1.0 10:30 Interview 1.0: Tips & Techniques 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 2:00 Career Center Seminar	*9:30 Your New Career: Evaluate the Options 3.0 Session 2 *\$ 9:30 Refugee & Immigrant Employment Info Session 11:00 Welcome Session 1:00 DROP-IN: CORI 1:00 DROP-IN: Ask the Career Coach *1:00 LinkedIn 3.0 Advanced Strategies *\$ 1:00 Managing Stress & Negativity in the Job Search 2.0 1:00 Job Fair Prep 1.0
21 Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday
 Martin Luther King, Jr Day	10:00 DROP-IN: Ask the Healthcare Coach 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach *1:00 Create a Resume that Pops! 3.0 Part 2 *\$ 2:00 Training and Re-Employment Opportunities 1.0 3:00 Job Search with Boston Business Journal 2.0	12:30 Healthcare Job Fair *5:30 Facebook for Small Businesses 3.0 *\$	10:30 Healthcare Networking 2.0 10:30 LinkedIn 2.0: Creating a Targeted Profile 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Interview 2.0 2:00 Career Center Seminar	*9:30 Your New Career: Implement a Successful Career Transition 3.0 Session 3 *\$ 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 DROP-IN: CORI 1:00 Using Age to Your Advantage 2.0 1:00 Financial 1.0: How to Grow your Savings Really!

January 2019 Workshops & Event Calendar

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

28	Monday	29	Tuesday	30	Wednesday	31	Thursday
9:30	Creating a Targeted Resume 2.0	9:30	SkillScan 2.0	9:30	Career Center Seminar	10:30	Opportunities in Healthcare 1.0
11:00	Welcome Session	10:00	DROP-IN: Ask the Healthcare Coach	10:45	Tailoring a Spending Plan for Improved Financial well Being	10:30	Get Your Resume Into Human Hands 2.0
1:00	DROP-IN: Ask the Career Coach	11:00	Welcome Session	11:00	Welcome Session	11:00	Welcome Session
1:00	LinkedIn 3.0: Clinic\$	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	21st Century Job Search 2.0	1:00	Is Your Networking Working? 2.0	*1:00	Personal Branding 3.0 *\$	1:00	How to Get a Federal Job 1.0
2:00	Career Center Seminar	2:00	Training and Re-Employment Opportunities 1.0	1:00	Starbucks Hiring Event	2:00	Career Center Seminar
		4:00	Free Tax Services	5:00	AAUW Salary Negotiation	4:00	Free Tax Services

Office Hours of Operation

Resource Center Hours of Operation

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

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.

MassHire Downtown Boston is an EEO Employer. Auxiliary aids or services are available upon request to individuals with disabilities.

A proud partner of the  American Job Center network