

May 2019 Workshops & Event Calendar

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



		1 Wednesday		2 Thursday		3 Friday			
		9:30 Career Center Seminar 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Interview: Mastering the Basics (1.0) 1:00 Piaggio Fast forward Information Session 5:30 Welcome Session	10:30 Healthcare Networking Group (2.0) 10:30 Cover Letters & Communication (1.0) 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator 1:00 LinkedIn: Mastering the Basics (1.0) 2:00 Career Center Seminar	*9:30 Your New Career - Session 3: Implement a Successful Career Transition (3.0) *\$ 11:00 Welcome Session 1:00 Drop-In: CORI 1:00 Drop-In: Ask the Career Coach 1:00 Financial 1.0: How to Grow your Savings 1:00 Introduction to Word (1.0)					
6 Monday		7 Tuesday		8 Wednesday		9 Thursday		10 Friday	
9:30 Online Applications Explained (1.0) 9:30 Interview: Mastering Behavioral Questions (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 Managing Stress & Negativity in the Job Search (2.0) 10:00 Drop-In: Ask the Healthcare Coach 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator 1:00 Using Age to Your Advantage (2.0) 2:00 Training & Re-Employment Opportunities (1.0)	9:30 Career Center Seminar 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Get Your Resume Into Human Hands (2.0) 5:30 Facebook for SmallBiz (3.0)	10:30 Opportunities in Health Care (1.0) 10:30 LinkedIn: Creating a Targeted Profile (2.0) 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator 1:00 Crafting Your Elevator Pitch (2.0) 2:00 Career Center Seminar	*9:30 Your New Career - Session 1: Find New Options (2.0) *\$ 11:00 Welcome Session 1:00 Drop-In: CORI 1:00 Drop-In: Ask the Career Coach					
13 Monday		14 Tuesday		15 Wednesday		16 Thursday		17 Friday	
9:30 Cover Letters & Communication (1.0) *9:30 WEBINR Tips from HR (3.0)*\$ 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Introduction to Excel (1.0) 2:00 Career Center Seminar	*9:30 LinkedIn: Advanced Strategies for Online Networking (3.0) *\$ 10:00 Drop-In: Ask the Healthcare Coach 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator 1:00 Why and How to Create a Resume (1.0) 2:00 Training & 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: Mastering the Basics (1.0) 5:30 Financial 1.0: Understanding Your Taxes	10:30 Healthcare Networking (2.0) 10:30 Interview: Mastering the Basics (1.0) 11:00 Welcome Session 1:00 Drop-In: Ask the Career Coach 1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator 1:00 SkillScan (2.0) 2:00 Career Center Seminar	 Staff Development					

20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday
9:30 21st Century Job Search (2.0)	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: Evaluate the Options (3.0) *\$
11:00 Welcome Session	10:00 Drop-In: Ask the Healthcare Coach	11:00 Welcome Session	10:30 LinkedIn: Creating a Targeted Profile (2.0)	11:00 Financial 1.0: Tailoring a Spending Plan
1:00 Drop-In: Ask the Career Coach	11:00 Welcome Session	1:00 Drop-In: Ask the Career Coach	1:00 Welcome Session	11:00 Welcome Session
*1:00 Personal Branding (3.0) *\$	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
2:00 Career Center Seminar	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	3:00 Whole Foods Recruitment Session	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00 Drop-In: CORI
	1:00 Online Applications Lab (1.0)	5:30 LinkedIn for SmallBiz (3.0)	1:00 Job Seekers Networking Group (2.0)	1:00 Using Age to Your Advantage (2.0)
	2:00 Training & Re-Employment Opportunities (1.0)		1:00 Word: Beyond the Basics (2.0)	1:00 Opportunities In Tourism (1.0)
			2:00 Career Center Seminar	

27 Monday	28 Tuesday	29 Wednesday	30 Thursday	31 Friday
 <p>Memorial Day</p>	9:30 SkillScan (2.0)	9:30 Career Center Seminar	10:30 Healthcare Networking (2.0)	11:00 Welcome Session
	10:00 Drop-In: Ask the Healthcare Coach	11:00 Welcome Session	10:30 Get Your Resume Into Human Hands (2.0)	1:00 Drop-In: Ask the Career Coach
	11:00 Welcome Session	1:00 Drop-In: Ask the Career Coach	1:00 Welcome Session	1:00 Drop-In: CORI
	1:00 Drop-In: Ask the Career Coach	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	*1:00 Networking for Introverts (3.0) *\$	1:00 Drop-In: Ask the Career Coach
	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00 Is Your Networking Working? (2.0)	3:00 Job Search with Boston Business Journal (2.0)	1:00 Drop-In: Ask the Adult Basic Education (ABE) Navigator
	2:00 Training & Re-Employment Opportunities (1.0)	2:00 Training & Re-Employment Opportunities (1.0)	5:00 AAUW Salary Negotiation	*1:00 LinkedIn: Clinic (3.0) *\$
			1:00 How to Get a Federal Job (1.0)	1:00 Excel: Beyond The Basics (2.0)
			2:00 Career Center Seminar	

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.

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