

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

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: Evaluate the Options (3.0) *\$
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)	11:00 Welcome Session
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: Ask the Career Coach
*1:00 Create a Resume that Pops! Session 2 (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: CORI
1:00 Financial Health: Tailoring a Spending Plan (2.0)	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 Using Age to Your Advantage (2.0)
2:00 Career Center Seminar	1:00 Online Applications Lab (1.0)	5:00 AAUW Salary Negotiation	2:00 Career Center Seminar	1:00 Excel: Beyond the Basics (2.0)
	2:00 Training & Re-Employment Opportunities (1.0)	5:30 Behind the LinkedIn Curtain: What Recruiters See		
	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](http://www.MassHireDowntownBoston.org)

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