

March 2019 Workshops & Event Calendar

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



								1	Friday
								*9:30	Your New Career - Session 3: Implement a Successful Career Transition (3.0) *\$
4	Monday	5	Tuesday	6	Wednesday	7	Thursday	8	Friday
9:30	Why and How to Create a Resume (1.0)	9:30	Interview: Mastering Behavioral Questions (2.0)	9:30	Career Center Seminar	10:30	Healthcare Networking Group (2.0)	9:30	Your New Career - Session 1: Find New Options (2.0)
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	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	11:00	Financial Health: Your Credit Report Can Impact Your Job Search (1.0)
1:00	Creating a Targeted Resume (2.0)	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: CORI
2:00	Career Center Seminar	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Using Age to Your Advantage (2.0)	1:00	Interview: Mastering the Basics (1.0)	1:00	Drop-In: Ask the Career Coach
		1:00	LinkedIn: Mastering the Basics (1.0)	5:30	Welcome Session	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Cover Letters & Communication (1.0)
		2:00	Training & Re-Employment Opportunities (1.0)			2:00	Career Center Seminar	1:00	SkillScan (2.0)
		4:00	Free Tax Services			4:00	Free Tax Services	1:00	Job Fair Prep (1.0)
11	Monday	12	Tuesday	13	Wednesday	14	Thursday	15	Friday
9:30	Online Applications Explained (1.0)	9:30	Crafting Your Elevator Pitch (2.0)	9:30	Career Center Seminar	10:30	Opportunities in Healthcare (1.0)	9:30	Refugee & Immigrant Employment Info Session
9:30	Managing Stress & Negativity in the Job Search (2.0)	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	11:00	Welcome Session	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: CORI
*1:00	Create a Resume that Pops! Session 1 (3.0) *\$	1:00	Drop-In: Ask the Career Coach	1:00	Food & Environmental Services in Healthcare Job Fair	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Drop-In: Ask the Career Coach
1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	*1:00	LinkedIn: Advanced Strategies for Online Networking (3.0) *\$	1:00	SkillScan (2.0)	*1:00	Networking for Introverts (Webinar) (3.0) *\$
1:00	Introduction to Excel (1.0)	1:00	Introduction to Word (1.0)	5:30	Financial Health: Navigating the Insurance Maze (1.0)	2:00	Career Center Seminar	1:00	Job Seekers Networking Group (2.0)
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)			4:00	Free Tax Services		
		4:00	Free Tax Services						
18	Monday	19	Tuesday	20	Wednesday	21	Thursday	22	Friday
*9:30	Create a Resume that Pops! Session 2 (3.0) *\$	10:00	Drop-In: Ask the Healthcare Coach	9:30	Career Center Seminar	10:30	Healthcare Networking (2.0)	*9:30	Your New Career - Session 2: Evaluate the Options (3.0) *\$
11:00	Welcome Session	11:00	Welcome Session	11:00	Welcome Session	10:45	Financial Health: Tailoring a Spending Plan (2.0)	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	11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach
1:00	LinkedIn: Mastering the Basics (1.0)	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Interview: Mastering Behavioral Questions (2.0)	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: CORI
1:00	Online Applications Lab (1.0)	1:00	Creating a Targeted Resume (2.0)	1:00	LinkedIn: Creating a Targeted Profile (2.0)	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Cover Letters & Communication (1.0)
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)	5:00	Why and How to Create a Resume (1.0)	1:00	Interview: Mastering the Basics (1.0)	1:00	Using Age to Your Advantage (2.0)
		4:00	Free Tax Services			2:00	Encore Boston Culinary Hiring Event	1:00	Word: Beyond the Basics (2.0)
						2:00	Career Center Seminar		
						4:00	Free Tax Services		

25	Monday	26	Tuesday	27	Wednesday	28	Thursday	29	Friday
*9:30	Personal Branding (3.0) *\$	10:00	Drop-In: Ask the Healthcare Coach	10:00	BIDMC Patient Care Technician Recruitment Session	10:30	Opportunities in Healthcare (1.0)	11:00	Welcome Session
11:00	Welcome Session	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	Drop-In: Ask the Career Coach	1:00	Drop-In: CORI
*1:00	LinkedIn: Clinic (3.0) *\$	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Get Your Resume Into Human Hands (2.0)	1:00	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Excel: Beyond The Basics (2.0)
1:00	21st Century Job Search (2.0)	1:00	Is Your Networking Working? (2.0)	2:00	Career Center Seminar	1:00	How to Get a Federal Job (1.0)	1:00	Financial Health: How to Grow your Savings (1.0)
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)	5:00	AAUW Salary Negotiation	2:00	Career Center Seminar	1:00	Opportunities In Tourism (1.0)
		3:00	Job Search with Boston Business Journal (2.0)			4:00	Free Tax Services		
		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.

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