


November 2019 Workshops & Event Calendar

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



						1 Friday	
						9:30 Refugee & Immigrant Employment Info Session 10:00 English for Advancement Info Session 11:00 Financial 1.0: Your Credit Report Can Impact your job search 1:00 Welcome Session 1:00 Cover Letters & Communication (1.0) 1:00 Drop-In: CORI 2:00 Drop-In: Ask the Career Coach	
4 Monday	5 Tuesday	6 Wednesday	7 Thursday	8 Friday			
11:00 Interview: Mastering the Basics (1.0) 1:00 Welcome Session 1:00 Creating a Targeted Resume (2.0) 1:00 Career Center Seminar 2:00 Drop-In: Ask the Career Coach	9:30 Using Age to Your Advantage (2.0) 10:00 Drop-In: Ask the Healthcare Coach 10:00 Pharmacy Technician Info Session 11:45 Adult Diploma Pathway Info Session 1:00 Welcome Session 1:30 Dress for Success 2:00 Training & Re-Employment Opportunities (1.0) 2:00 Drop-In: Ask the Career Coach	9:30 Career Center Seminar 11:00 LinkedIn: Mastering the Basics (1.0) 11:45 Nurse's Aide Training Program Info Session 1:00 Get Your Resume Into Human Hands (2.0) 1:00 Your New Career - Session 1: Find New Options (2.0) 5:30 Score Start a Budget for a New Business	9:30 Career Advancement Program for Refugees 10:00 USPS Recruitment Session 10:30 Opportunities in Health Care (1.0) 1:00 Welcome Session 1:00 Career Center Seminar 1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator 2:00 Drop-In: Ask the Career Coach	9:30 Interview: Mastering Behavioral Questions (2.0) 9:30 Refugee & Immigrant Employment Info Session 10:00 English for Advancement Info Session 1:00 Welcome Session 1:00 LinkedIn: Creating a Targeted Profile (2.0) 1:00 Drop-In: CORI 2:00 Drop-In: Ask the Career Coach			
11 Monday	12 Tuesday	13 Wednesday	14 Thursday	15 Friday			
 Veteran's Day	9:30 Cover Letters & Communication (1.0) 10:00 Drop-In: Ask the Health Care Coach 10:00 Pharmacy Technician Info Session 11:45 Adult Diploma Pathway Info Session 1:00 Welcome Session 2:00 Drop-In: Ask the Career Coach 2:00 Training & Re-Employment Opportunities (1.0)	9:30 Career Center Seminar 11:45 Nurse's Aide Training Program Info Session 1:00 LinkedIn: Mastering the Basics (1.0) 5:30 Financial 1.0: Understanding your Taxes It Matters	9:30 Career Advancement Program for Refugees 10:30 Interview: Mastering the Basics (1.0) 1:00 Welcome Session 1:00 Career Center Seminar 1:00 SkillScan (2.0) 1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator 2:00 Drop-In: Ask the Career Coach	9:30 Refugee & Immigrant Employment Info Session 10:00 English for Advancement Info Session *11:00 Handling Age Related Questions (3.0) *\$ 1:00 Welcome Session 1:00 Financial 1.0: How to Grow your Savings 1:00 Managing Stress & Negativity in the Job Search (2.0) 1:00 Drop-In: CORI 2:00 Drop-In: Ask the Career Coach			

18	Monday	19	Tuesday	20	Wednesday	21	Thursday	22	Friday
9:30	Job Fair Prep (1.0)	9:30	Creating a Targeted Resume (2.0)	9:30	Career Center Seminar	9:30	Career Advancement for Refugees	9:30	Refugee & Immigrant Employment Info Session
1:00	Welcome Session	10:00	Drop-In: Ask the Healthcare Coach	11:00	Your New Career - Session 2: Evaluate the Options (3.0) *\$	10:30	Health Care Networking (2.0)	9:30	Interview: Mastering Behavioral Questions (2.0)
1:00	Using Age to Your Advantage (2.0)	10:00	Pharmacy Technician Info Session	11:45	Nurse's Aide Training Program Info Session	10:30	Crafting Your Elevator Pitch (2.0)	10:00	English for Advancement Info Session
1:00	Career Center Seminar	*11:00	LinkedIn: Advanced Strategies for Online Networking (3.0) *\$	*1:00	Personal Branding (3.0) *\$	1:00	Welcome Session Webinar: How to Get a Federal Job (1.0)	11:00	Financial 1.0: Tailoring a Spending Plan
2:00	Drop-In: Ask the Career Coach	1:00	Welcome Session	1:00	LinkedIn: Creating a Targeted Profile (2.0)	1:00	Career Center Seminar	1:00	Welcome Session
		2:00	Training & Re-Employment Opportunities (1.0)	5:00	AAUW Salary Negotiation	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Drop-In: CORI
		2:00	Drop-In: Ask the Career Coach			2:00	Drop-In: Ask the Career Coach	2:00	Drop-In: Ask the Career Coach
25	Monday	26	Tuesday	27	Wednesday	28	Thursday	29	Friday
9:30	Get Your Resume Into Human Hands (2.0)	9:30	SkillScan (2.0)	11:00	Nurse's Aide Training Program Info Session	 Thanksgiving		9:30	Refugee & Immigrant Employment Info Session
9:30	Career Center Seminar	10:00	Pharmacy Technician Info Session		10:00			English for Advancement Info Session	
12:30	Healthcare Job Fair	11:45	Adult Diploma Pathway Info Session						
		1:00	Career Center Seminar						
		1:00	Welcome Session						
		2:00	Drop-In: Ask the Career Coach						
		2:00	Training & Re-Employment Opportunities (1.0)						

Office Hours

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

Resource Center Hours

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>

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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.

An accessible entrance to the building is located on Franklin St. between Federal St. and Devonshire St.