




October 2019 Workshops & Event Calendar

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



	1 Tuesday	2 Wednesday	3 Thursday	4 Friday
	 <p>Rosh Hashana</p>	<p>9:30 Career Center Seminar</p> <p>11:00 Why and How to Create a Resume (1.0)</p> <p>11:45 Nurse's Aide Training Program Info Session</p> <p>5:30 Welcome Session</p>	<p>9:30 Career Advancement Program for Refugees</p> <p>10:30 Opportunities in Health Care (1.0)</p> <p>10:30 Cover Letters & Communication (1.0)</p> <p>11:00 LinkedIn: Mastering the Basics (1.0)</p> <p>1:00 Welcome Session</p> <p>1:00 Career Center Seminar</p> <p>1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator</p> <p>2:00 Drop-In: Ask the Career Coach</p>	<p>9:30 Refugee & Immigrant Employment Info Session</p> <p>9:30 SkillScan (2.0)</p> <p>10:00 English for Advancement Info Session</p> <p>1:00 Welcome Session</p> <p>1:00 Managing Stress & Negativity in the Job Search (2.0)</p> <p>1:00 Drop-In: CORI</p> <p>2:00 Drop-In: Ask the Career Coach</p>
7 Monday	8 Tuesday	9 Wednesday	10 Thursday	11 Friday
<p>9:30 Interview: Mastering Behavioral Questions (2.0)</p> <p>9:30 Creating a Targeted Resume (2.0)</p> <p>1:00 Welcome Session</p> <p>1:00 Financial 1.0: Your Credit Report Can Impact Your Job Search</p> <p>1:00 Career Center Seminar</p> <p>2:00 Drop-In: Ask the Career Coach</p>	<p>10:00 Drop-In: Ask the Healthcare Coach</p> <p>10:00 Pharmacy Technician Info Session</p> <p>11:45 Adult Diploma Pathway Info Session</p> <p>12:00 Welcome Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Training & Re-Employment Opportunities (1.0)</p> <p>Yom Kippur Eve (Closing at 3:00)</p>	 <p>Yom Kippur</p>	<p>9:30 Career Advancement Program for Refugees</p> <p>10:30 Financial 1.0: Money Habits</p> <p>10:30 LinkedIn: Creating a Targeted Profile (2.0)</p> <p>1:00 Welcome Session</p> <p>1:00 Career Center Seminar</p> <p>1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator</p> <p>2:00 Drop-In: Ask the Career Coach</p>	<p>*9:30 Your New Career - Session 3: Implement a Successful Career Transition (3.0) *\$</p> <p>9:30 Refugee & Immigrant Employment Info Session</p> <p>10:00 English for Advancement Info Session</p> <p>1:00 Welcome Session</p> <p>1:00 Drop-In: CORI</p> <p>2:00 Drop-In: Ask the Career Coach</p>
14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday
 <p>Columbus Day</p>	<p>10:00 Pharmacy Technician Info Session</p> <p>*11:00 Handling Age Related Interview Questions (3.0) *\$</p> <p>11:45 Adult Diploma Pathway Info Session</p> <p>1:00 Welcome Session</p> <p>1:00 Why and How to Create a Resume (1.0)</p> <p>2:00 Drop-In: Ask the Career Coach</p> <p>2:00 Training & Re-Employment Opportunities (1.0)</p>	<p>9:30 Career Center Seminar</p> <p>11:45 Nurse's Aide Training Program Info Session</p> <p>5:30 Cover Letter & Communication (1.0)</p>	<p>9:30 Career Advancement Program for Refugees</p> <p>10:30 Interview: Mastering the Basics (1.0)</p> <p>1:00 Welcome Session</p> <p>1:00 Career Center Seminar</p> <p>1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator</p> <p>2:00 Drop-In: Ask the Career Coach</p>	<p>*9:30 Webinar: LinkedIn Advanced Strategies for Online Networking (3.0) *\$</p> <p>9:30 Refugee & Immigrant Employment Info Session</p> <p>10:00 English for Advancement Info Session</p> <p>1:00 LinkedIn: Mastering the Basics (1.0)</p> <p>1:00 Welcome Session</p> <p>1:00 Drop-In: CORI</p> <p>2:00 Drop-In: Ask the Career Coach</p>

21	Monday	22	Tuesday	23	Wednesday	24	Thursday	25	Friday
9:30	Interview: Mastering Behavioral Questions (2.0)	10:00	Pharmacy Technician Info Session	11:45	Nurse's Aide Training Program	9:30	Career Advancement Program for Refugees	9:30	Refugee & Immigrant Employment Info Session
1:00	Welcome Session	11:00	Food Service Job Fair	1:00	Career Center Seminar	10:30	Healthcare Networking (2.0)	10:00	English for Advancement Info Session
1:00	Career Center Seminar	11:00	Creating a Targeted Resume (2.0)	1:00	Crafting Your Elevator Pitch (2.0)	10:30	LinkedIn: Creating a Targeted Profile (2.0)	1:00	Drop-In: CORI
1:00	Managing Stress & Negativity in the Job Search (2.0)	1:00	Welcome Session	5:30	Financial 1.0: Saving for Retirement	1:00	Welcome Session		
2:00	Drop-In: Ask the Career Coach	2:00	Drop-In: Ask the Career Coach			1:00	Career Center Seminar		
		2:00	Training & Re-Employment Opportunities (1.0)			2:00	Drop-In: Ask the Career Coach		

28	Monday	29	Tuesday	30	Wednesday	31	Thursday		
9:30	SkillScan (2.0)	9:30	Using Age to Your Advantage (2.0)	9:30	Career Center Seminar	9:30	Career Advancement Program for Refugees		
9:30	Get Your Resume Into Human Hands (2.0)	10:00	Drop-In: Ask the Health Care Coach	11:45	Nurse's Aide Training Program	*11:00	Personal Branding (3.0) *\$		
1:00	Welcome Session	10:00	Pharmacy Technician Info Session	5:00	AAUW Salary Negotiation	1:00	Welcome Session		
1:00	Financial 1.0: Tailoring a Spending Plan	11:45	Adult Diploma Pathway Info Session			1:00	How to Get a Federal Job (1.0)		
1:00	Career Center Seminar	1:00	Welcome Session			1:00	Career Center Seminar		
2:00	Drop-In: Ask the Career Coach	2:00	Drop-In: Ask the Career Coach			1:30	Drop In: Ask the Adult Basic Education (ABE) Navigator		
		2:00	Training & Re-Employment Opportunities (1.0)			2:00	Drop-In: Ask the Career Coach		

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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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.

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