

August 2019 Workshops & Event Calendar

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



						1 Thursday		2 Friday	
						10:30	LinkedIn: Mastering the Basics (1.0)	*9:30	Your New Career - Session 2: Evaluate the Options (3.0) *\$
						10:30	Cover Letters & Communication (1.0)		
						11:00	Welcome Session		
						1:00	Why and How to Create a Resume (1.0)		
						1:00	Interview: Mastering the Basics (1.0)		
						1:00	Drop-In: Ask the Career Coach		
						1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
						2:00	Career Center Seminar		
5 Monday		6 Tuesday		7 Wednesday		8 Thursday		9 Friday	
9:30	SkillScan (2.0)	9:30	Using Age to Your Advantage (2.0)	9:30	Career Center Seminar	10:30	Opportunities in Healthcare (1.0)	9:30	Your New Career - Session 1: Find New Options (2.0)
9:30	Interview: Mastering Behavioral Questions (2.0)	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Online Applications Explained (1.0)	11:00	Welcome Session
11:00	Welcome Session	11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	11:00	Financial 1.0: Your Credit Report can Impact your Job Search
1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach	1:00	Get Your Resume Into Human Hands (2.0)	1:00	LinkedIn: Creating a Targeted Profile (2.0)	1:00	Drop-In: CORI
1:00	Job Seekers Networking Group (2.0)	1:00	Introduction to Word (1.0)	1:30	BIDMC PCT Info Session	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach
1:00	Creating a Targeted Resume (2.0)	1:00	Crafting Your Elevator Pitch (2.0)	5:30	Financial 1.0: Understanding your Taxes	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)			2:00	Career Center Seminar		
12 Monday		13 Tuesday		14 Wednesday		15 Thursday		16 Friday	
9:30	Managing Stress & Negativity in the Job Search (2.0)	9:30	SBA Information Session	9:30	Career Center Seminar	10:30	Interview: Mastering the Basics (1.0)	*9:30	Your New Career - Session 3: Implement a Successful Career Transition *\$
11:00	Welcome Session	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	10:30	BIDMC PCT Info Session	9:30	Refugee & Immigrant Employment Info Session
1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	11:00	Welcome Session	11:00	Welcome Session
*1:00	Webinar: LinkedIn: Advanced Strategies for Online Networking (3.0) *\$	1:00	Drop-In: Ask the Career Coach	1:00	Word: Beyond the Basics (2.0)	1:00	SkillScan (2.0)	1:00	Drop-In: CORI
1:00	Introduction to Excel (1.0)	1:00	Why and How to Create a Resume (1.0)	1:00	Cover Letters & Communication (1.0)	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)	5:30	LinkedIn: Mastering the Basics (1.0)	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Financial 1.0: Money Habits
2:00	Career Center Seminar					2:00	Career Center Seminar		
19 Monday		20 Tuesday		21 Wednesday		22 Thursday		23 Friday	
9:30	Job Fair Prep (1.0)	9:30	Creating a Targeted Resume (2.0)	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	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	11:00	Welcome Session	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	Drop-In: Ask the Career Coach	11:00	Financial 1.0: Tailoring a Spending Plan
1:00	Networking for Introverts (3.0)\$	1:00	Drop-In: Ask the Career Coach	1:00	Interview: Mastering Behavioral Questions (2.0)	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Drop-In: Ask the Career Coach
2:00	Career Center Seminar	1:00	Online Applications Lab (1.0)	5:00	LinkedIn: Creating a Targeted Profile (2.0)	2:00	Career Center Seminar	1:00	Drop-In: CORI
		2:00	Training & Re-Employment Opportunities (1.0)						

26	Monday	27	Tuesday	28	Wednesday	29	Thursday	30	Friday
9:30	Using Age to Your Advantage (2.0)	10:00	Drop-In: Ask the Healthcare Coach	9:30	Career Center Seminar	10:30	Managing Stress & Negativity in the Job Search (2.0)	11:00	Welcome Session
9:30	Career Center Seminar	11:00	Welcome Session	11:00	Welcome Session	10:30	Get Your Resume Into Human Hands (2.0)	1:00	Drop-In: CORI
11:00	Welcome Session	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	Drop-In: Ask the Career Coach	1:00	Is Your Networking Working? (2.0)	*1:00	Personal Branding (3.0) *\$	1:00	How to Get a Federal Job (1.0)		
*1:00	LinkedIn: Clinic (3.0) *\$	2:00	Training & Re-Employment Opportunities (1.0)	5:00	AAUW Salary Negotiation	1:00	Drop-In: Ask the Career Coach		
1:00	21st Century Job Search (2.0)					1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
						2:00	Career Center Seminar		

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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