

# June 2019 Workshops & Event Calendar

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



3	Monday	4	Tuesday	5	Wednesday	6	Thursday	7	Friday
9:30	Why and How to Create a Resume (1.0)	9:30	Job Seekers Net-working Group (2.0)	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 (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: Your Credit Report Can Impact your Job Search
1:00	Cover Letters & Communication (1.0)	1:00	Drop-In: Ask the Career Coach	1:00	SkillScan (2.0)	1:00	Introduction to Word (1.0)	1:00	Drop-In: CORI
2:00	Career Center Seminar	1:00	LinkedIn: Mastering the Basics (1.0)	5:30	Welcome Session	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator	1:00	Drop-In: Ask the Career Coach
		2:00	Training & Re-Employment Opportunities (1.0)			2:00	Career Center Seminar		
10	Monday	11	Tuesday	12	Wednesday	13	Thursday	14	Friday
9:30	Online Applications Explained (1.0)	9:30	Using Age to Your Advantage (2.0)	9:30	Career Center Seminar	10:30	Interview: Mastering Behavioral Questions (2.0)	*9:30	Your New Career - Session 1: Find New Options (2.0)*\$
9:30	Job Fair Prep (1.0)	10:00	Drop-In: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Opportunities in Health Care (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	1:00	Drop-In: CORI
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	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)	1:00	Dress for Success	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	Banking and Finance Job Fair	1:00	LinkedIn: Creating a Targeted Profile (2.0)		
				5:30	Financial 1.0: Navigating the Insurance Maze	2:00	Career Center Seminar		
17	Monday	18	Tuesday	19	Wednesday	20	Thursday	21	Friday
9:30	SkillScan (2.0)	9:30	Cover Letters & Communication (1.0)	9:30	Career Center Seminar	12:30	Healthcare Job Fair	9:30	Is Your Networking Working? (2.0)
9:30	Interview: Mastering the Basics (1.0)	11:00	Welcome Session	11:00	Welcome Session	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator	9:30	Refugee & Immigrant Employment Info Session
11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	1:00	Drop-In: Ask the Career Coach	2:00	Career Center Seminar	11:00	Welcome Session
1:00	Drop-In: Ask the Career Coach	*1:00	LinkedIn: Advanced Strategies for Online Networking (3.0)*\$	1:00	Financial 1.0: Money Habits				
*1:00	Handling Age Related Questions (3.0)*\$	1:00	Why and How to Create a Resume (1.0)	*1:00	Personal Branding (3.0)*\$				
2:00	Career Center Seminar	2:00	Training & Re-Employment Opportunities (1.0)	5:30	LinkedIn: Mastering the Basics (1.0)				

24	Monday	25	Tuesday	26	Wednesday	27	Thursday	28	Friday
9:30	Managing Stress & Negativity in the Job Search (2.0)	9:30	Creating a Targeted Resume (2.0)	9:30	Career Center Seminar	10:30	Health Care Networking (2.0)	*9:30	Your New Career - Session 2: Evaluate the Options (3.0) *\$
9:30	Opportunities in Tourism	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
11:00	Welcome Session	11:00	Welcome Session	1:00	Drop-In: Ask the Career Coach	10:45	Financial 1.0: Tailoring a Spending Plan	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	Interview: Mastering Behavioral Questions (2.0)	11:00	Welcome Session	1:00	Drop-In: CORI
1:00	Introduction to Excel (1.0)	*1:00	LinkedIn: Clinic (3.0) *\$	1:00	LinkedIn: Creating a Targeted Profile (2.0)	1:00	How to get a Federal Job (1.0)	1:00	Using Age to Your Advantage (2.0)
*1:00	Webinar: Networking for Introverts (3.0) *\$	2:00	Training & Re-Employment Opportunities (1.0)	3:00	Arts & Culture Panel and Job Fair	1:00	Drop-In: Ask the Career Coach		
1:00	21st Century Job Search (2.0)			5:00	AAUW Salary Negotiation	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
2:00	Career Center Seminar					1:00	Word: Beyond the Basics (2.0)		
						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](http://www.MassHireDowntownBoston.org)

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