

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 | 1:30 | Drop-In: Ask the Adult Basic Education (ABE) Navigator | | |
| | | | | 5:30 | Financial 1.0: Navigating the Insurance Maze | 1:00 | LinkedIn: Creating a Targeted Profile (2.0) | | |
| | | | | | | 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 Using Age to Your Advantage (2.0) |
| 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 | |
| *1:00 | Webinar: Networking for Introverts (3.0) *\$ | 1:00 | Online Applications Lab (1.0) | 5:00 | AAUW Salary Negotiation | 1:00 | Drop-In: Ask the Career Coach | | |
| 1:00 | 21st Century Job Search (2.0) | 2:00 | Training & Re-Employment Opportunities (1.0) | | | 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

Veterans and their eligible spouses receive priority of service.

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