

September 2019 Workshops & Event Calendar

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



2 Monday	3 Tuesday	4 Wednesday	5 Thursday	6 Friday
 Labor Day	<p>9:30 LinkedIn: Mastering the Basics (1.0)</p> <p>10:00 Drop-In: Ask the Healthcare Coach</p> <p>10:00 Pharmacy Technician Information Session</p> <p>11:00 Welcome Session</p> <p>11:45 Adult Diploma Pathway Information Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Why and How to Create a Resume (1.0)</p> <p>1:00 Job Fair Prep (1.0)</p> <p>2:00 Training & Re-Employment Opportunities (1.0)</p>	<p>9:30 Career Center Seminar</p> <p>11:00 Welcome Session</p> <p>11:45 Nurse's Aide Training Program Information Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 SkillScan (2.0)</p> <p>5:30 Welcome Session</p>	<p>9:30 Career Advancement Program for Refugees</p> <p>10:30 Cover Letters & Communication (1.0)</p> <p>12:30 Healthcare Job Fair</p> <p>1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator</p> <p>2:00 Career Center Seminar</p>	<p>*9:30 Your New Career - Session 3: Implement a Successful Career Transition *\$</p> <p>9:30 Refugee & Immigrant Employment Info Session</p> <p>10:00 English for Advancement Information Session</p> <p>11:00 Welcome Session</p> <p>1:00 Drop-In: CORI</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Interview: Mastering the Basics (1.0)</p>
9 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday
<p>9:30 Interview: Mastering Behavioral Questions (2.0)</p> <p>9:30 Career Center Seminar</p> <p>11:00 Welcome Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Webinar: 21st Century Job Search (1.0)</p> <p>1:00 Creating a Targeted Resume (2.0)</p> <p>1:00 Managing Stress & Negativity in the Job Search (2.0)</p>	<p>9:30 Using Age to Your Advantage (2.0)</p> <p>10:00 Drop-In: Ask the Healthcare Coach</p> <p>10:00 Pharmacy Technician Information Session</p> <p>11:00 Welcome Session</p> <p>11:45 Adult Diploma Pathway Information Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Crafting Your Elevator Pitch (2.0)</p> <p>2:00 Training & Re-Employment Opportunities (1.0)</p>	<p>9:30 Career Center Seminar</p> <p>10:45 Financial 1.0: Your Credit Report Can Impact Your Job Search</p> <p>11:00 Welcome Session</p> <p>11:45 Nurse's Aide Training Program Information Session</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:00 Get Your Resume Into Human Hands (2.0)</p> <p>5:30 SCORE A Startup Budget for Your New Business</p>	<p>9:30 Career Advancement Program for Refugees</p> <p>10:30 Opportunities in Healthcare (1.0)</p> <p>11:00 Welcome Session</p> <p>1:00 LinkedIn: Creating a Targeted Profile (2.0)</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>1:30 Drop-In: Ask the Adult Basic Education (ABE) Navigator</p> <p>2:00 Career Center Seminar</p>	<p>9:30 Your New Career - Session 1: Find New Options (2.0)</p> <p>9:30 Refugee & Immigrant Employment Info Session</p> <p>11:00 Welcome Session</p> <p>1:00 Drop-In: CORI</p> <p>1:00 Drop-In: Ask the Career Coach</p> <p>*1:00 Webinar: Tips from HR (3.0) *\$</p> <p>1:00 Financial 1.0: Navigating the Insurance Maze</p>
16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday
<p>9:30 Why and How to Create a Resume (1.0)</p> <p>11:00 Cover Letters & Communication (1.0)</p> <p>1:00 Welcome Session</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 Information Session</p> <p>11:45 Adult Diploma Pathway Information Session</p> <p>1:00 Welcome Session</p> <p>*1:00 LinkedIn: Advanced Strategies for Online Networking (3.0) *\$</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>10:00 How to Access State Jobs Information Session</p> <p>*11:00 Handling Age Related Questions (3.0) *\$</p> <p>11:45 Nurse's Aide Training Program Information Session</p> <p>1:00 LinkedIn: Mastering the Basics (1.0)</p> <p>5:30 How to Get a Federal Job (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 Managing Stress & Negativity in the Job Search (2.0)</p> <p>9:30 Refugee & Immigrant Employment Info Session</p> <p>1:00 Welcome Session</p> <p>1:00 Financial 1.0: How To Grow Your Savings Really!</p> <p>1:00 Drop-In: CORI</p> <p>2:00 Drop-In: Ask the Career Coach</p>

23	Monday	24	Tuesday	25	Wednesday	26	Thursday	27	Friday
9:30	Creating a Targeted Resume (2.0)	10:00	Drop-In: Ask the Healthcare Coach	9:30	Career Center Seminar	9:30	Career Advancement Program for Refugees	*9:30	Your New Career - Session 2: Evaluate the Options (3.0) *\$
11:00	Personal Branding (3.0)\$	10:00	Pharmacy Technician Information Session	10:45	Financial 1.0: Tailoring a Spending Plan	10:30	Healthcare Networking (2.0)	9:30	Refugee & Immigrant Employment Info Session
1:00	Job Fair Prep (1.0)	11:00	Using Age to Your Advantage (2.0)	11:45	Nurse's Aide Training Program	10:30	Is Your Networking Working? (2.0)	1:00	Drop-In: CORI
1:00	Welcome Session	11:45	Adult Diploma Pathway Information Session	1:00	Human Services & Non-Profit Job Fair	11:00	Get Your Resume Into Human Hands (2.0)	1:00	Welcome Session
1:00	Career Center Seminar	1:00	LinkedIn: Creating a Targeted Profile (2.0)	1:00	Interview: Mastering Behavioral Questions (2.0)	1:00	Welcome Session	2:00	Drop-In: Ask the Career Coach
2:00	Drop-In: Ask the Career Coach	2:00	Welcome Session	5:00	AAUW Salary Negotiation	1:30	Drop-In: Ask the Adult Basic Education (ABE) Navigator		
		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		

30	Monday								
 Rosh Hashana									

Office Hours of Operation				Resource Center Hours of Operation			
Monday:	9AM - 5PM	Monday:	9AM - 4PM				
Tuesday:	9AM - 5PM	Tuesday:	9AM - 4PM				
Wednesday:	9AM - 7PM	Wednesday:	9AM - 4PM				
Thursday:	10AM - 5PM	Thursday:	10AM - 4PM				
Friday:	9AM - 5PM	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.

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