



November 2018 Workshops & Event Calendar

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



						1 Thursday		2 Friday	
						10:30	Interview 1.0		
						10:30	Healthcare Networking Group 2.0	OPEN No workshops offered	
						11:00	Welcome Session		
						1:00	DROP-IN: Ask the Career Coach		
						1:00	LinkedIn 1.0		
						2:00	Career Center Seminar		
5 Monday		6 Tuesday		7 Wednesday		8 Thursday		9 Friday	
9:30	21st Century Job Search 2.0	10:00	DROP-IN: Ask the Healthcare Coach	9:30	Career Center Seminar	1:00	DROP-IN: Ask the Career Coach	9:30	Your New Career: Find New Options 2.0 Session 1 2.0
10:45	Financial 1.0: Your Credit Report Can Impact Your Job Search	*10:00	Resume Writing 3.0 Part 1 *\$	11:00	Welcome Session	1:00	Job Search with Boston Business Journal 2.0	11:00	Welcome Session
11:00	Welcome Session	11:00	Welcome Session	1:00	DROP-IN: Ask the Career Coach	1:00	Career Center Seminar	1:00	DROP-IN: CORI
1:00	DROP-IN: Ask the Career Coach	1:00	DROP-IN: Ask the Adult Basic Education (ABE) Navigator	1:00	Creating a Targeted Resume 2.0	2:00		1:00	DROP-IN: Ask the Career Coach
2:00	Career Center Seminar	1:00	DROP-IN Ask the Career Coach	2:30	Encore Boston Harbor Career Fair			1:00	Online Applications Lab 1.0
		1:00	Job Seekers Networking Group	5:30	Interview 2.0				
		2:00	Training and Reemployment Opportunities 1.0						
12 Monday		13 Tuesday		14 Wednesday		15 Thursday		16 Friday	
 CLOSED Veterans Day		*9:30	Resume Writing 3.0 Part 2 *\$	9:30	Career Center Seminar	10:30	Cover Letter & Communication 1.0	*9:30	Your New Career: Evaluate the Options 3.0 Session 2*\$
		10:00	DROP-IN: Ask the Healthcare Coach	11:00	Welcome Session	10:30	Opportunities in Healthcare 1.0	9:30	Refugee & Immigrant Employment Info Session
		11:00	Welcome session	1:00	DROP-IN: Ask the Career Coach	11:00	Welcome Session	11:00	Welcome Session
		11:30	Resume 1.0	1:00	DROP-IN: Ask the Career Coach	1:00	DROP-IN: Ask the Career Coach	1:00	DROP-IN: CORI
		1:00	DROP-IN: Ask the Career Coach	1:00	Interview 1.0	1:00	Boston Medical Center Recruitment Session	1:00	DROP-IN: Ask the Career Coach
		1:30	Using Age to Your Advantage 2.0	1:30	Using Age to Your Advantage 2.0	1:00	SkillScan 2.0	*1:00	LinkedIn 3.0: Clinic *\$
		2:00	Training and Reemployment Opportunities 1.0	2:00	Training and Reemployment Opportunities 1.0	5:30	Financial 1.0: Navigating The Insurance Maze	*1:00	Webinar Personal Branding 3.0 *\$
						2:00	Career Center Seminar	1:00	LinkedIn 1.0
								1:00	Get Your Resume Into Human Hands 2.0
19 Monday		20 Tuesday		21 Wednesday		22 Thursday		23 Friday	
9:30	LinkedIn 2.0: Creating a Targeted Profile	10:00	DROP-IN: Ask the Healthcare Coach	9:30	Career Center Seminar	 CLOSED Thanksgiving Day		1:00	
10:45	Financial 1.0: Tailoring A Spending Plan	11:00	Welcome Session		DROP-IN: CORI				
11:00	Welcome Session	1:00	DROP-IN: Ask the Career Coach						
1:00	DROP-IN Ask the Career Coach	1:00	DROP-IN: Ask the Education (ABE) Navigator						
1:00	Online Applications Explained 1.0	1:00	Creating a Targeted Resume 2.0						
2:00	Career Center Seminar	1:00	Crafting Your Elevator Pitch 2.0						
		2:00	Training and Re-employment Opportunities						
		3:00	Job Search with Boston Business Journal 2.0						

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26	Monday	27	Tuesday	28	Wednesday	29	Thursday	30	Friday
9:30	Resume 1.0	9:30	Using Age to Your Advantage 2.0	9:30	Career Center Seminar	10:30	Healthcare Networking 2.0	*9:30	Your New Career: Implement a Successful Career Transition 3.0
9:30	Interview 2.0	10:00	DROP-IN Ask the Healthcare Coach	11:00	Welcome Session	11:00	Welcome Session		Session 3 *\$
11:00	Welcome Session	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	Managing Stress & Negativity in the Job Search 2.0	1:00	DROP-IN Ask the Career Coach	1:00	Cover Letter & Communication 1.0	*1:00	LinkedIn 3.0	1:00	DROP-IN Ask the Career Coach
1:00	Introduction to Word 1.0	1:00	DROP-IN Ask the Education (ABE) Navigator	1:00	SkillScan 2.0		Advanced Strategies *\$	1:00	LinkedIn 2.0: Creating a Targeted Profile
1:00	DROP-IN Ask the Career Coach	1:00	Is your Networking Working? 2.0	5:00	AAUW-Salary Negotiation		Introduction to Excel 1.0	1:00	Financial 1.0: How To Grow Your Savings
2:00	Career Center Seminar	2:00	Training and Re-employment Opportunities				Career Center Seminar	1:00	Get Your Resume Into Human Hands 2.0

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>



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