

# OCTOBER 2018 Workshops & Event Calendar

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



1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday
<b>9:30</b> Resume 1.0 <b>9:30</b> Job Fair Prep 1.0 <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Financial 1.0: Your Credit Report Can Impact Your Job Search <b>2:00</b> Career Center Seminar	<b>9:30</b> LinkedIn 1.0 <b>10:00</b> DROP-IN Ask the Health Care Coach <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> DROP-IN Ask the Education Adviser <b>2:00</b> Training & Reemployment Opportunities 1.0	<b>9:30</b> CCS <b>11:00</b> Welcome Session <b>1:00</b> Cover Letter & Communication 1.0 <b>1:00</b> DROP-IN Ask the Career Coach <b>5:30</b> Welcome Session <b>5:30</b> Crafting Your Elevator Pitch 2.0	<b>10:30</b> Online Applications Explained 1.0 <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> HealthCare Networking 2.0 <b>2:00</b> Career Center Seminar	<b>10:00</b> 21st Century Job Search 2.0 <b>11:00</b> Welcome Session <b>1:00</b> SkillsScan 2.0 <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> DROP-IN CORI <b>1:00</b> Interview 1.0
8 Monday	9 Tuesday	10 Wednesday	11 Thursday	12 Friday
<p style="text-align: center;"><b>CLOSED</b> For Columbus day</p> 	<b>10:00</b> DROP-IN Ask the Health Care Coach <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Using Age to Your Advantage 2.0 <b>2:00</b> Training and Reemployment Opportunities 1.0 <b>2:00</b> Career Center Seminar	<b>9:30</b> Career Center Seminar <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Creating a Targeted Resume 2.0 <b>1:00</b> Interview 2.0 <b>5:30</b> Financial 1.0: Saving for Retirement	<b>12:00</b> Healthcare Job Fair	<b>9:30</b> Your New Career: Find New Options 2.0   Session 1 <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN CORI <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Managing Stress & Negativity in the Job Search 2.0 <b>1:00</b> Get Your Resume Into Human Hands 2.0 <b>*1:00</b> Resume Writing 3.0*\$ Part 1*\$
15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday
<b>*9:30</b> LinkedIn 3.0 Advanced Strategies*\$ <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> SkillScan 2.0 <b>1:00</b> Online Applications Lab 1.0 <b>2:00</b> Career Center Seminar	<b>10:00</b> DROP-IN Ask the Health Care Coach <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Introduction to Word 1.0 <b>1:00</b> Interview 1.0 <b>1:00</b> Drop In: Ask the Education Adviser <b>2:00</b> Training and Reemployment Opportunities 1.0	<b>9:30</b> CCS <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>*1:00</b> Personal Branding 3.0*\$ <b>1:00</b> Introduction to Excel 1.0 <b>5:30</b> LinkedIn 2.0: Creating a Targeted Profile	<b>10:30</b> Health Care Networking 2.0 <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>2:00</b> Career Center Seminar	<b>*9:30</b> Your New Career: Evaluate the Options 3.0 Session 2*\$ <b>9:30</b> Refugee & Immigrant Employment Info Session <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN CORI <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> LinkedIn 1.0 <b>*1:00</b> Resume Writing 3.0 Part 2*\$
22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
<b>*9:30</b> LinkedIn 3.0 Clinic*\$ <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Online Applications Explained 1.0 <b>1:00</b> Financial 1.0: Tailoring A Spending Plan <b>2:00</b> Career Center Seminar	<b>10:00</b> Crafting Your Elevator Pitch 2.0 <b>10:00</b> DROP-IN Ask the Health Care Coach <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> DROP-IN Ask the Education Adviser <b>1:00</b> Creating a Targeted Resume 2.0 <b>2:00</b> Training and Re-employment Opportunities 1.0 <b>3:00</b> Job Search with Boston Business Journal 2.0	<b>9:30</b> Career Center Seminar <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Managing Stress & Negativity in the Job Search 2.0 <b>5:00</b> AAUW Salary Negotiation	<b>10:00</b> Shipping and Transportation Job Fair <b>10:30</b> Opportunities in Health Care 1.0 <b>10:30</b> Job Seekers Networking Group 2.0 <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Is Your Networking Working? 2.0 <b>1:00</b> How to Get a Federal Job 1.0 <b>2:00</b> Career Center Seminar	<b>*9:30</b> Your New Career: Implement a Successful Career Transition 3.0 (Session 3)*\$ <b>11:00</b> Welcome Session <b>1:00</b> DROP-IN CORI <b>1:00</b> DROP-IN Ask the Career Coach <b>1:00</b> Interview 2.0 <b>1:00</b> Financial 1.0: Money Habits <b>1:00</b> Resume 1.0

# OCTOBER 2018 Workshops & Event Calendar

29	Monday	30	Tuesday	31	Wednesday
9:30	Cover Letter & Communication 1.0	10:00	Using Age to Your Advantage 2.0	9:30	Career Center Seminar
11:00	Welcome Session	10:00	DROP-IN Ask the Health Care Coach	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	Get Your Resume Into Human Hands 2.0	1:00	DROP-IN Ask the Career Coach	1:00	LinkedIn 2.0: Creating a Targeted Profile
2:00	Career Center Seminar	1:00	DROP-IN Ask the Education Adviser	1:00	SkillScan 2.0
		1:00	SCSEP Info Session		
		2:00	Training and Re-employment Opportunities 1.0		
		4:00	ReServe Networking Event		

## Office Hours of Operation

Monday: 9AM - 5PM  
 Tuesday: 9AM - 5PM  
 Wednesday: 9AM - 7PM  
 Thursday: 10AM - 5PM  
 Friday: 9AM - 5PM

## Resource Center Hours of Operation

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)

Veterans and their eligible spouses receive priority of service.

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