


# December 2018 Workshops & Event Calendar

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



3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
<p>9:30 LinkedIn 1.0 9:30 21st Century Job Search 2.0</p> <p>11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 2:00 Career Center Seminar</p>	<p>9:30 Boston Children's Hospital Food &amp; Environmental Services Recruitment Session</p> <p>11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Dress for Success 2:00 Training and Re-Employment Opportunities 1.0</p>	<p>9:30 Career Center Seminar 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Job Seekers Networking 2.0 5:30 Welcome Session 5:30 Financial 1.0: Understanding Your Taxes   It Matters!</p>	<p>10:30 Interview 1.0 10:30 Healthcare Networking 2.0</p> <p>11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 How to Get a Federal Job 1.0 1:00 Online Applications Explained 1.0 2:00 Career Center Seminar</p>	<p>9:30 Your New Career: Find New Options 2.0   Session 1 11:00 Welcome Session 11:00 Financial 1.0: Your Credit Report Can Impact Your Job Search 1:00 DROP-IN: Ask the Career Coach 1:00 Introduction to Excel 1.0 1:00 DROP-IN: CORI 1:00 Financial 1.0: Money Habits</p>
10 Monday	11 Tuesday	12 Wednesday	13 Thursday	14 Friday
<p>9:30 SkillScan 2.0 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Resume 1.0 2:00 Career Center Seminar</p>	<p>10:00 DROP-IN: Ask the Healthcare Coach *10:00 Resume Writing 3.0, Part 1 *\$ 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Cover Letter &amp; Communication 1.0 1:00 Crafting Your Elevator Pitch 2.0 2:00 Training and Re-Employment Opportunities 1.0</p>	<p>9:30 Career Center Seminar 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Is Your Networking Working? 2.0 1:00 Introduction to Word 1.0 5:30 Creating a Targeted Resume 2.0 5:30 BHCC Free Training Info Session</p>	<p>10:30 Managing Stress &amp; Negativity in the Job Search 2.0 10:30 Opportunities in Healthcare 1.0 11:00 Welcome Session 1:00 Interview 2.0 1:00 DROP-IN: Ask the Career Coach 1:00 Job Search with Boston Business Journal 2.0 1:00 Career Center Seminar</p>	<p>*9:30 Your New Career: Evaluate the Options 3.0   Session 2 *\$ 11:00 Financial 1.0: Tailoring A Spending Plan 11:00 Welcome Session 1:00 DROP-IN: CORI 1:00 DROP-IN: Ask the Career Coach 1:00 Online Applications Lab 1.0 1:00 LinkedIn 2.0: Creating a Targeted Profile</p>
17 Monday	18 Tuesday	19 Wednesday	20 Thursday	21 Friday
<p>9:30 Interview 1.0 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach *1:00 Webinar - LinkedIn 3.0: Advanced Strategies *\$ 1:00 Opportunities In Construction 1.0 2:00 Career Center Seminar</p>	<p>*9:30 Resume Writing 3.0, Part 2 *\$ 10:00 DROP-IN: Ask the Healthcare Coach 11:00 Welcome session 1:00 DROP-IN: Ask the Career Coach 1:00 Using Age to Your Advantage 2.0 2:00 Training and Re-Employment Opportunities 1.0</p>	<p>9:30 Career Center Seminar 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach *1:00 Personal Branding 3.0 *\$ 1:00 Get Your Resume Into Human Hands 2.0 5:00 AAUW - Salary Negotiation</p>	<p>10:30 Healthcare Networking 2.0 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach *1:00 LinkedIn 3.0: Clinic *\$ 1:00 SkillScan 2.0 2:00 Career Center Seminar</p>	<p>*9:30 Your New Career: Implement a Successful Career Transition 3.0 Session 3 *\$ 9:30 Refugee &amp; Immigrant Employment Info Session 11:00 Welcome Session 1:00 DROP-IN: CORI 1:00 DROP-IN: Ask the Career Coach 1:00 LinkedIn 1.0</p>
24 Monday	25 Tuesday	26 Wednesday	27 Thursday	28 Friday
<p>OPEN NO SCHEDULED WORKSHOPS</p>	 <p>CLOSED CHRISTMAS DAY</p>	<p>9:30 Career Center Seminar 11:00 Welcome Session 1:00 Managing Stress &amp; Negativity in the Job Search 2.0 1:00 DROP-IN: Ask the Career Coach 1:00 Creating a Targeted Resume 2.0 5:00 CLOSED   No Evening Programs</p>	<p>10:30 LinkedIn 2.0: Creating a Targeted Profile 11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Cover Letter &amp; Communication 1.0 2:00 Career Center Seminar</p>	<p>11:00 Welcome Session 1:00 DROP-IN: Ask the Career Coach 1:00 Interview 2.0 1:00 Resume 1.0 1:00 DROP-IN: CORI 1:00 Get Your Resume Into Human Hands 2.0</p>

# December 2018 Workshops & Event Calendar

31	Monday							
<p>OPEN</p> <p>NO SCHEDULED WORKSHOPS</p>								

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>



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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