

## WORKSHOP DESCRIPTIONS

**Advanced Internet Job Search:** Prerequisite: For jobseekers with experience using the Internet for job search. What you need to know for better results. Less time/effort spent online. A strategy with advanced techniques, concepts, tips & information.

**Basic Résumé:** Workshop for participants who have limited experience with résumés or who have language barriers. Workshop will help outline and develop wording and format. Designed for first timers. Limited number per session.

**Career Planning & Job Search Transitions I & II:** An interactive workshop divided into 2 half days and provides customers with an overview of job search techniques, exercises & discussions on the many issues customers need to address in order to take control & conduct an effective job search campaign. Targets customers interested in understanding what they can offer a potential employer through skills, accomplishments & values identification. Emphasis on hidden job market and networking; business cards and a personal commercial.

**Computers Basics:** This course covers the fundamentals of computers and provides an introduction to the Windows operating system.

**Cover Letter/Follow-up Letters:** Cover letters will be transformed from bland introductions to strong selling tools. Three different formats will be reviewed. Follow-up letters (thank you letters) create opportunities to clinch the deal, open doors, reinforce interest. Make a long lasting impression.

**Ed Central:** Provide customers with information and assistance regarding further education and financial aid applications.

**Electronic Résumé:** Find out what you don't know about e-mailing résumés and how it may be hurting your chances at that job you just applied to. Learn different types of formats for electronic résumé transfer. Learn different methods for transferring your résumé electronically.

**Interview Boot Camp:** Prerequisite: Interview Techniques. Just question drills allowing customers the opportunity to participate by answering practice questions and gaining feedback within a small group.

**Interview Techniques:** Prerequisite: Updated résumé Gives customers the tools they need to gain control and confidence for interviewing. Topics include what employers look for, interview dos and don'ts, types of interviews. The workshop introduces customers to the most common questions asked in interviews and gives examples of how to respond. Customers learn to profile their strengths, skills and accomplishments.

**Job Club for Veterans:** Networking for non-professionals who are veterans. Please see a Veteran's Representative to register.

**Massachusetts Rehabilitation:** Representative from the Mass Rehab Commission to meet with the customer who may be interested in services offered for the disabled individual. Please schedule appointments with the Career Center Navigator.

**Mature Workers:** Addresses age-related problems that customers experience and feel are barriers to re-employment. Through the use of exercises and discussion, customers learn techniques for neutralizing negative stereotypes and age related discrimination along with identifying advantages of being a mature worker.

**Résumé Critique:** Prerequisite: Résumé Writing workshop. An updated résumé must be submitted no later than 4 business days prior to appointment. Designed for the customer who has already written his/her résumé but needs an in-depth individual critique. Have you presented yourself as a motivated achiever, highlighted your accomplishments, skills and abilities to meet the needs of the employer? By appointment only. (See Job Specialist or Career Advisor)

**Résumé Writing:** Prerequisite: Résumé or Résumé Form. Teaches customers how to write a résumé that generates interest in the applicant's capabilities & makes the employer want to meet them. The presentation includes an introduction to the various components of résumés; various résumés formats, summary, and key words. Customers will learn how to write a résumé that sells skills and accomplishments effectively.

**Salary Negotiation:** Customers learn research techniques for determining the current value and marketability of their profession. Customers will learn & practice negotiation techniques to use in the interviewing process. The workshop provides customers with an opportunity to address their most marketable skills.

**Self-Marketing:** Workshop featuring constantly changing topics and speakers dedicated to jobseekers.

**Social Security Benefits Questions:** Social Security Questions.

**Telephone Interviews:** Prepare for telephone interviews: etiquette, typical telephone questions including salary, and the next step.

**Training Solutions:** Orientation on UI benefits while attending training. Will also discuss other training options and programs.

### Assessments:

**Myers Briggs Type Indicator (MBTI):** An effective vocational assessment, based on personality type that allows customers to discover their work preferences, strengths and weaknesses. MBTI is an excellent tool when making a training decision, because customers learn the type of jobs for which they are best suited. Additionally, it is beneficial in the interview process as it helps customers sell themselves more effectively using phrases listed in their personal profile. See Job Specialist. Assessment must be completed and submitted 7 days prior to the workshop.

**Self-Directed Search (SDS):** A self-administered, self-scored & self-interpreted vocational interest inventory tool used in career exploration & selection. SDS provides career advisors with another piece of the profile puzzle that is important in the initial assessment process for customers. The target population for this workshop is customers who are interested in confirming their career direction.

**TABE: Test of Adult Basic Education (Reading and Math)**

Please see Job Specialist or Career Advisor to register for workshops.	▶Prerequisite for Interview Boot Camp is Interviewing Techniques	▶MBTI - Need to Sign Up and complete assessment prior to Workshop (6 days)	▶Please arrive 15 minutes before scheduled time	▶In case of inclement weather, please call -(978) 458-2503
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