

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA 01830
(978) 722-7000

CENTER HOURS

Monday - Friday:
8:00 AM - 4:30 PM
Saturday:
8:30 AM - 12:30 PM

www.Valleyworks.cc/lucent.htm

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LAWRENCE MA

Lucent Career Center Staff Salute: Joyce Lanier

Readers of the Lucent Career Center newsletter know we generally highlight customer success stories in this space. For this issue, we'd like to shine the spotlight on one of our own: Joyce Lanier.

Joyce recently took a new position, joining the Merrimack Valley Workforce Investment Board as their new Disabilities Navigator. Fortunately she will still be part of the ValleyWorks Career Center family, as she will be ensuring the center's customers with disabilities are able to access the center's services. She will be working out of both the Lawrence and Haverhill sites.

Joyce joined the Lucent Career Center in September, 2004 as the Lucent Workshop Specialist. She worked with dozens of customers on a day-to-day basis, as well as facilitating workshops. In addition to conducting the traditional workshops, Joyce was effective at creating new workshops specifically for the needs of the Lucent population. Her new workshops included *Life After Lucent* and *Surviving a Layoff*.



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The Lucent Career Center is an Equal Opportunity Program. Auxillary aids and services are available upon request to individuals with disabilities. TDD/TTY (ValleyWorks - Haverhill) : (978) 469-7859

Lucent Career Center

January, 2006 Edition

Lucent Career Center Extended Through February, 2006

With the help of state funding through the Massachusetts Division of Career Services, the Lucent Career Center will continue to provide re-employment services through February, 2006 to approximately 100 active customers enrolled in the program. This funding will hold the Center over as it awaits the results of a three-month funding extension request filed with the Department of Labor (DOL), the primary funding source for the Center.

In the meantime, staff at the Center are calling all active, remaining center members to provide comprehensive job search assistance and locate suitable jobs in the upcoming new year. Lucent Career Center Manager Fran LaCerte said he hopes the market will continue to improve so that all remaining members will begin working soon. "I feel confident that with the continued operation of the Center that most of our remaining customers will return to work."

Please call the Center and speak to Mary Ellen Lawlor at (978) 469-7802 to set up a job development appointment. Take advantage of this time to work with Center staff to start a new job in 2006.

A+ Project Update

The A+ Project officially closed on December 31, 2005, but currently-enrolled customers are encouraged to continue using the services at the Lucent Career Center. There will be no disruption in or cancellation of any of your services during the transition.

Performance Statistics (as of 11/30/05)

Lucent Career Center
Total enrolled at center: **1,395**
Entered employment through center: **976**
Entered Employment Rate: **80%**
(at 77% of former wage)

A PLUS Project
Total enrolled in project: **232**
Entered employment through project: **173**
Entered Employment Rate: **82%**
(at 77% of former wage)

Thank You, Joyce Lanier

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Upon hearing of Joyce's transfer, we received a number of calls and e-mails from her former customers. "Joyce helped me resurrect my resume and get centered on who I am [as a job seeker] as she coached me on interviewing techniques," wrote Joseph Bellefeuille. "Joyce's confidence was really reassuring for me as I began to explore different avenues to my future."

Antonio DeMarco may have summed it up best though when he said in an e-mail, "Her knowledge, sensitivity and professionalism are a great asset to the clients of the Lucent Career Center. She will be missed."

We couldn't agree more. The Lucent Center staff wishes you best of luck in your new position, Joyce!

The Lucent Career Center is a workforce development project of the ValleyWorks Career Center (VWCC). Funded by a Department of Labor National Emergency Grant and obtained through a partnership with the Merrimack Valley Workforce Investment Board (MVWIB), the Division of Career Services and the Department of Training and Development, the Lucent Career Center is equipped and operated to provide comprehensive services specifically for displaced employees of Lucent Technologies, Inc.

January, 2006 ValleyWorks Career Center Workshop Calendar

All **Lucent Career Center** members are allowed to attend ValleyWorks workshops.
Simply sign-up (no cost) and register to access workshops. Please visit the **Lucent Career Center** to do this.

Workshop	Lawrence	Haverhill
ABC's to Launch Your Job Search	Mon, January 9: 9:00 am - 11:30 am (LPH) Mon, January 23: 9:00 am - 11:30 am (LPH)	
Coping with Job Loss		Tue, January 17: 1:00 pm - 3:00 pm (LR)
* Cover Letters	Fri, January 20: 9:00 am - 11:30 pm (AH)	Wed, January 11: 1:30 pm - 4:00 pm (AH)
* Intro to Computers	Tue, January 17: 9:00 am - 11:00 am (AH) Tue, January 31: 9:00 am - 11:00 am (AH)	Wed, January 25: 10:00 am - 12:00 am (AH)
* Intro to Computers (In Spanish)	Wed, January 18: 10:00 am - 11:00 am (MR)	
* Intro to MS Excel	Tue, January 17: 12:30 pm - 3:30 pm (LH)	
* Intermediate MS Excel	Mon, January 23: 12:00 pm - 4:00 pm (LH)	
* Intro to MS Word	Tue, January 24: 9:00 am - 11:00 am (CK)	
* Intermediate MS Word		Mon, January 30: 12:00 pm - 4:00 pm (LH)
*Internet Job Search	Tue, January 31: 2:00 pm - 4:00 pm (AH)	
Interviewing Techniques	Thu, January 19: 9:00 am - 12:00 pm (AH)	Fri, January 13: 1:30 pm - 4:30 pm (AH)
Job Search Club	Mon, January 30: 9:00 am - 11:00 am (CK)	
* Job Search on Massachusetts Job Quest (MJQ)	Tue, January 31: 11:00 am - 12:30 pm (AH)	
* Job Search on Massachusetts Job Quest (MJQ) (In Spanish)	Wed, January 18: 11:00 am - 12:00 pm (MR)	
Labor Market Information		Tue, January 24: 2:00 pm - 4:00 pm (AH)
Making Maturity Work for You	Tue, January 10: 1:30 pm - 4:00 pm (AH)	
Myers Briggs Type Indicator	Thu, January 5: 9:30 am - 12:00 pm (AH)	
*Mock Interviewing	Thu, January 26: 1:30 pm - 4:30 pm (CK)	
Negotiating Job Offers/Salary	Wed, January 11: 10:00 am - 12:00 pm (CK)	
Networking for Professionals	Mon, January 9: 1:00 pm - 3:30 pm (AH) Mon, January 23: 1:00 pm - 3:30 pm (AH) Mon, January 30: 1:00 pm - 3:30 pm (AH)	
Power Point Basics	Mon, January 9: 12:00 pm - 4:00 pm (LH)	
* Résumé Critique	Fri, January 13: 9:00 am - 11:00 am (CK) Fri, January 27: 9:00 am - 11:00 am (CK)	Wed, January 18: 10:30 am - 12:00 pm (CK)
* Résumé Writing	Thu, January 12: 9:00 am - 12:00 pm (CK) Thu, January 26: 9:00 am - 12:00 pm (CK)	Wed, January 18: 1:00 pm - 4:00 pm (CK)
Self-Directed Search CP-Level = E-Level = R-Level =	Wed, January 4: 1:30 pm - 4:00 pm (AH) Fri, January 27: 1:30 pm - 4:00 pm (AH) Thu, January 19: 1:30 pm - 4:00 pm (AH)	Wed, January 25: 1:30 pm - 4:00 pm (AH) Thu, January 12: 9:30 am - 12:00 pm (AH)
Self-Paced Learning Services	Mon, January 9, 23, 30: 9:00 am - 11:00 am** Thu, January 5, 12, 19, 26: 1:30 pm - 3:30 pm** Thu, January 12: 3:45 pm - 6:45 pm** Fri, January 6, 13, 20, 27: 1:30 pm - 3:30 pm**	Tue, January 3, 10, 17, 24, 31: 9:00 am - 11:00 am** Tue, January 17: 4:30 pm - 6:30 pm** Thu, January 5, 12, 19, 26: 1:00 pm - 3:00 pm**
What You Need to Know About Training	Fri, January 6: 9:30 am - 12:00 pm (AH)	
Youth Self-Directed Search	Wed, January 11: 11:30 am - 12:30 pm **	

VALLEYWORKS WORKSHOP DESCRIPTIONS - JANUARY, 2006

ABC's to Launch Your Job Search: Launch your job search and plan a strategy for success. Gain an understanding of the numerous job search techniques and resources that can be used to plan and conduct a focused highly effective and comprehensive job search.

Coping with Job Loss and the Job Search: Designed to assist dislocated workers to better identify and understand the typical emotions that occur during one's job loss and job search, and to provide tools and strategies for managing a period of unemployment.

Cover Letters: Learn how to create this strong selling tool that will complement your résumé and grab an employer's interest.
Prerequisite: Bring an advertisement for a job for which you would be interested in applying.

Intro to Computers: Designed to introduce you to computers and software used at the Career Center. Learn to open and close files, do simple formatting and other basic skills. **Prerequisite:** Basic keyboarding skills required; bring a 3 ½" diskette. This workshop is also available in Spanish!

Intro to MS Excel: Workshop will provide participants with an overview of basic Excel functions and the use of formulas.
Prerequisite: Participants must have basic computer skills including: Basic keyboarding and the ability to use a mouse.

Intermediate MS Excel: This fee-based workshop is an opportunity to learn how to create charts, link worksheets and workbooks, use MS Excel for simple databases, use advanced formulas and auto functions as well as format worksheets for printing. **Prerequisite:** Must have experience creating basic worksheets in MS Excel and also know how to cut, copy and paste; right click a mouse, create basic formulas, work with MS Excel toolbars, print spreadsheets or has completed and is comfortable with material covered in Intro to MS Excel. Must be enrolled in "Intensive Services" or pay a \$40 fee for this workshop.

Intro to MS Word: Learn to use basic Word techniques. **Prerequisite:** Must have completed Intro to Computers or equivalent. Please bring a 3 ½" diskette.

Intermediate MS Word: This fee-based class is intended for people with some experience using MS Word. Workshop will provide an overview of using formatting functions, tools, margins and graphics. **Prerequisite:** Must have previous experience using MS Word and have created at least a couple of documents in Word. You must be enrolled in "Intensive Services" or pay a \$40 fee for this workshop.

Internet Job Search: Introduction to some of the popular job search services on the Internet. Learn how to create electronic JobHunters that automatically search 24x7 for positions matching your job search criteria. **Prerequisite:** Knowledge of basic Internet search and using an email account.

Interviewing Techniques: You will be given the confidence to advertise your strengths, skills and accomplishments in the interview. Learn how to handle the most common questions asked.

Job Search Club: Start off on the right foot. Get motivated and inspired and hone your job search skills at this support group that meets twice a month. Develop strategies that will lead to interviews and job offers.

Job Search on Massachusetts Job Quest (MJQ): Learn how to use Massachusetts Job Quest to market your skills to employers, to find jobs and company information. You will learn different search methods, which will narrow and focus your job search more effectively. **Prerequisite:** Intro to Computers and Basic Keyboarding or equivalent. This workshop is also available in Spanish!

Labor Market Information: Learn how to research Labor Market Information as it pertains to your career. Discover the critical and emerging industries and gain a basic understand of how to use this information to create new job opportunities.

Making Maturity Work for You: Find out about the many proven advantages of mature workers and how age can benefit you in your job hunt. Learn how to dispel common myths about older workers and boost your self-confidence.

Myers Briggs Type Indicator: By using this vocational assessment you will discover your work preferences, strengths and weaknesses. This is an excellent tool to help you make career decisions and more effectively market your experience and person strengths. **Prerequisite:** Customer must complete the assessment one week prior to the workshop. You must be enrolled in "Intensive Services" or pay a \$100 fee for this service.

Mock Interviewing: The key to turning interviews into offers is being prepared! A mock interview will help you prepare and provide you with a valuable tool - video feedback that will enhance your interviewing skills. Fee based service. **Prerequisite:** Customer must submit a typed resume, written job description & salary data for interview position and fee when appointment is made. You must be enrolled in "Intensive Services" or pay a \$60 fee for this service.

Negotiating Job Offers/Salary: Learn how to present yourself with confidence and authority when it comes to money, perks and benefits.

Networking for Professionals: Join your peers at this weekly forum for professionals in job transition that offers opportunities to network, sharpen job search skills and stay motivated.

Power Point Basics: This fee-based class is intended for people with some experience using MS PowerPoint. Workshop will provide an overview of using the drawing tool bar, inserting pictures and custom animation. **Prerequisite:** Participants must have basic computer skills including: Basic Word and/or Excel experience. You must be enrolled in "Intensive Services" or pay a \$40 fee for this workshop.

Résumé Critique: Meet one-on-one for a 30-minute professional critique of your résumé. **Prerequisite:** You must be enrolled in "Intensive Services" or pay a \$20 fee for this service. Customer needs to submit typed résumé and fee when appointment is made.

Résumé Writing: Learn how to enhance your résumé and make it work for you, identify your skills and achievements, and to understand how the résumé is used in a job search. **Prerequisite:** You must have either a typed copy of your résumé or have completed the Résumé Worksheet, available in the Resource Room in both Lawrence and Haverhill.

Small Business Administration (SBA) Overview: This workshop will help you gain a better understanding of the various SBA programs and services available for prospective and current entrepreneurs who need help exploring, starting or expanding a business.

Self-Directed Search: Use one of three levels (E, R or CP) of this self-scoring assessment to identify occupations that match your interests. Leave with a list of occupations that reflect your career interests. Levels are based on academic achievement.

Self-Paced Learning Services (SPLS): Develop key skills and learn popular computer software programs at your own pace. Use our learning system to: learn how to type on a computer keyboard, create your resume, improve your work-readiness skills, study for the GED or learn how Microsoft Office Suite.

What You Need to Know About Training: Explore the steps you need to take to determine if you need training now to find a job.

Work Ready Youth Workshop: Earn a Work Ready Youth (WRY) certificate by participating in this two-part workshop, designed to help you prepare for employment and achieve success in your new position.

Employer Recruitment Day: Meet with a variety of employers who will be on site every week to recruit potential employees.
Prerequisite: Typed copies of your résumé for distribution.