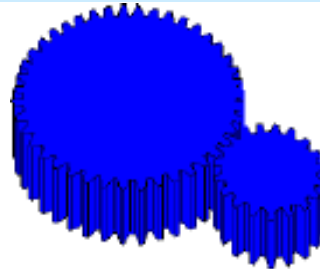


Workshops

Prepare ♦ Register ♦ Attend

LAWRENCE (MAIN OFFICE)

HERITAGE PLACE
439 SOUTH UNION STREET
BLDG. 2, SUITE 106
LAWRENCE, MA 01843
PHONE: (978) 722-7000
TTY PHONE: (978) 722-7088



HAVERHILL (OFFICE)

NORTHERN ESSEX COMMUNITY COLLEGE
(NECC) - 100 ELLIOTT STREET
STUDENT CENTER-1ST FLOOR, RM # SC118
HAVERHILL, MA 01830
PHONE: (978) 241-4730

Our workshops are opportunities to help you increase your knowledge
and expand your job search and career success.

See the back of this page for descriptions, prerequisites, and fees (if required)

Go online for the current schedule:

- <http://www.valleyworks.cc/workshopcalendar.htm> or
- <http://jobquest.detma.org/JobQuest/Events.aspx>

Prepare:

- select the workshop to help you achieve your goals
- review descriptions, seek assistance from staff for questions about prerequisites
- be sure you meet all required prerequisites
- gather information you must bring to the workshop selected

Register:

- call 978.722.7000 or
- visit and speak to the membership desk staff
- pay fees (if required) cash, money order, or personal check accepted

If you are interested in a workshop that is currently at capacity, you may come to the Career Center about 1/2 hour before the workshop & check-in as a stand-by for the workshop. Seats are often available due to cancellations.

Are you a US Military Veteran or Eligible Spouse? Tell us when you register. You are entitled to Priority of Service.

Attend:

- arrive at least 15 minutes before workshop starts
- check-in at the membership desk for the workshop
- bring your membership card & all required information for the workshop

If you arrive late or without required information and/or prerequisites, you will be rescheduled

In the event of inclement weather, visit www.valleyworks.cc or call **978.722.7000** & dial ext. 8888 for event status

If you are unable to attend - please call 24 hours in advance to cancel

WWW.VALLEYWORKS.CC

October 1 2016

VALLEYWORKS CAREER CENTER WORKSHOP DESCRIPTIONS

Workshops are offered on a rotating schedule. For the most up-to-date information on workshops and other ValleyWorks news, check our website - www.valleyworks.cc or consult our staff. **Blue Title Denotes Premium Service - fee applies. Recommended Mass Talent Connect workshops: MTC***

ACT® Career Ready 101: A comprehensive self-paced online learning program offered to assist you in exploring careers, building and enhancing skills, preparing for training, enhancing soft skills, and in preparing to certify your skill level to an employer by earning an ACT National Career Readiness Certificate (NCRC). Attend this workshop to receive a program introduction and your personalized learning account access. **Prerequisite:** Email address required at time of registration. Advanced registration required. **MTC***

Cover Letters: Learn how to create this strong selling tool that will complement your résumé and grab an employer's interest. **Prerequisite:** Bring your job search log, a printed copy of an **ADVERTISEMENT or JOB POSTING** for a job you would be interested in applying & a copy of your **TYPED RÉSUMÉ**. **MTC***

Cover Letter Critique: Meet one-on-one for a 30-minute professional critique of a cover letter. **Premium Service. Prerequisite:** You must submit a TYPED Cover Letter, your TYPED RÉSUMÉ & printed copy of an **ADVERTISEMENT or JOB POSTING** for which you developed your cover letter when appointment is made. Scholarship availability is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Advanced registration required. Investment for this service \$30.**

How to Work a Job Fair: Learn to improve your results from every Job Fair you attend. **MTC***

Intermediate MS Excel: An opportunity to learn how to create charts, link worksheets, and workbooks, create pivot tables, use advanced formulas and auto functions as well as format worksheets for printing. **Premium service. Prerequisite:** Must have previous experience using MS Excel basic worksheets & know how to cut, copy and paste; use a mouse, create basic formulas and save worksheets or have complete & be comfortable with material covered in Introduction to MS Excel. Must have a flash drive. Scholarship availability is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Investment for this workshop is \$50 in advance; \$75 the week of the event. Register at the membership desk.**

Intermediate MS Word: The workshop provides an overview of using formatting functions, such as format painter, header & footer, mail merge, envelopes, labels, and graphics. Attend and take your MS Word skills to a new level. **Premium service. Prerequisite:** Must have previous experience using MS Word, have created at least a couple of documents in MS Word. Must have a flash drive. Scholarship availability is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Investment for this workshop is \$50 in advance; \$75 the week of the event. Register at the membership desk.**

Interviewing Techniques: Market yourself and network with confidence, advertise your strengths, skills, and accomplishments in the interview. Learn how to handle the most common questions asked in interviews. **Prerequisite:** Bring your job search log and a copy of your TYPED RÉSUMÉ. **MTC***

Introduction to Computers: Designed to introduce you to computers and software used at the Career Center. Learn to open & close files, do simple formatting & other basic skills, and set up an email address if needed. **Prerequisite: Basic keyboarding skills required.**

Introduction to MS Excel: The workshop provides an overview of basic Excel functions and the use of formulas. Version 2013. **Prerequisite: Required basic keyboarding and ability to use a mouse. Must have an accessible email address or an electronic storage device (flash drive/USB), no CDs or diskettes.**

Introduction to MS Word: Learn to use basic MS Word features. Version 2013. **Prerequisite: Must have completed Introduction to Computers or equivalent; Basic keyboarding skills required. Must have an accessible email address, or an electronic storage device (flash drive/USB), no CDs or diskettes.**

Job Quest: Bring your completed Job Quest worksheet (available in Resource Room) & your résumé saved on a flash drive/USB to this guided session designed to help you set up a complete Job Quest profile, enhance your job search & increase the chances of being found by employers seeking employees with your skills. **Prerequisite: Bring your completed Job Quest worksheet & job search logs.**

Job Search – Shorter & Smarter: Laser focus to streamline & shorten your job search. Create a plan & strategy for success. Proven techniques & resources to make your search more effective. Avoid the top mistakes made that extend unemployment & become intentional about returning to work & lessen the impact of an extended unemployment on your earnings potential now and in the future.

Learn English with Rosetta Stone®: Use Rosetta Stone software to improve your English skills. Computer based program only. Improve your employability and self-esteem by improving your English skills and general literacy skills. You must agree to a minimum weekly usage. Register at the membership desk to be eligible for access.

LinkedIn® - is it for Me? Basic overview of LinkedIn covering: What is LinkedIn®, why it is important to your job search & career; tips, & action plan. This workshop is for you if you don't have a LinkedIn® profile and are interested in learning about LinkedIn® and/or if you are new to using LinkedIn®.

Marketing Your Maturity: Discover how to put a positive spin on your experience, people skills, work ethic, desire to solve employers' problems, and learn how to focus on employer's needs. Dispel common myths, boost your self-confidence and learn how maturity can be a competitive advantage. **MTC***

Microsoft Publisher: Learn to use MS Publisher and how to create a newsletter. Version 2013. **Premium service. Prerequisite: Participants must bring flash drive to save files, no CDs or diskettes. Required: Basic computer skills and basic MS Word experience. Scholarship availability is based on program eligibility, determined need, staff referral, & prerequisite workshops. Investment for this workshop is \$50 in advance; \$75 the week of the event. Register at the membership desk.**

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 - personal feedback that will enhance your interviewing skills. **Premium service. Prerequisite: Customer must submit a typed resume, written job description, & salary data for interview position, and fee when appointment is made. Scholarship availability is based on program eligibility, determined need, staff referral, and prerequisite workshops. Advanced registration required. Investment for this service \$60.**

Myers Briggs Type Indicator: By using this vocational assessment you will discover your work preferences, strengths and weaknesses. An excellent tool to help you make career decisions and more effectively market your experience & personal strengths. **Premium service. Prerequisite: Customer must complete the assessment one week prior to the scheduled appointment. The service is delivered by appointment only, call for appointment information. Advanced registration required. Investment for the service \$140.**

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

Networking for Professionals: Join your professional peers at this **weekly** forum for professionals in job transition, offers opportunities to network, sharpen job search & networking skills, expand your network, & stay motivated. Bring a professional attitude about your career, networking and your personal introduction! Attire: Business Casual.

Online Job Applications: Learn how to effectively complete an online job application, job related online assessments, and avoid common errors that impact your chances for an interview. Come prepared to complete an application; bring your résumé/ résumé worksheet & job search log. **MTC***

PowerPoint: An overview of using the drawing feature, inserting pictures, custom animation and setting up a presentation. Version 2013. **Premium service. Prerequisite: Participants must bring flash drive to save work. Required: Basic computer skills & Basic MS Word, and/or Excel experience. Scholarship availability is based on program eligibility, determined need, staff referral, & prerequisite workshops. Investment for workshop is \$50 in advance; \$75 the week of the event. Register at the membership desk.**

Résumé Assistance: Working on your résumé? Do you want to ask questions to help you improve your résumé or start a résumé in RésuméMaker?

Prerequisite: Bring job search logs, and either a completed Résumé Worksheet and/or copy of your current résumé. Must have an accessible email address or flash drive to save your electronic résumé; no CDs or diskettes. **Also available in Spanish. Disponible en Español**

Résumé Basics: Learn how to create a basic one page résumé. **Prerequisite:** You must bring the following to the workshop: a completed Résumé Worksheet (available in the Resource Room in both Lawrence and Haverhill), accessible email address, or an electronic storage device (flash drive/USB), no CDs or diskettes, and you must have the ability to use a mouse, & have basic typing/keyboarding skills, or attend SPLS prior to enrolling in this workshop. **Also available in Spanish. Disponible en Español**

Résumé Critique: Meet one-on-one for a 30-minute professional critique of your résumé. **Premium service. Prerequisite:** You must submit a typed résumé (hard copy) & fee when appointment is made. Scholarship availability is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Advanced registration required. Investment for this service \$30.**

Résumé-Write It Right: Be prepared! Come ready to **write & draft**. Get help gathering & deciding on the best words & information to place on your résumé before you type & send it to employers. **Prerequisite:** Bring a printed copy of a job advertisement you would apply for, showing the job title & job duties; also bring any labor market research you have completed. **Also available in Spanish. Disponible en Español**

Résumé Writing Beyond Basics: Do you want to be sure your résumé will compete? Learn how to make your current résumé more competitive and to enhance your résumé to ensure this key tool highlights your skills and experience. Your résumé is very important in today's competitive marketplace. **Prerequisite: You must bring a copy of your TYPED RÉSUMÉ and your job search log to this workshop. MTC***

Self-Paced Learning Services (SPLS): Develop key skills & learn popular computer software programs at your own pace. Use our learning system to learn to type, create a resume, improve your work-readiness skills, improve your language skills, study for the HiSet, learn Spanish, learn English or learn how to use Microsoft Office Suite, QuickBooks, Accounting Fundamentals, Photoshop CS4, Flash CS4 Professional, HTML Fundamentals/Advanced, Dreamweaver CS4, & Business Planning. Ask a SPLS Monitor about the Microsoft Office Suite Certificate of Completion Program, you must complete an application before you start a program to earn a certificate.

Small Business Administration (SBA) Connections That Work: Gain a better understanding of the various SBA programs and services available for prospective & current entrepreneurs who are exploring, starting or expanding a business. Presented in partnership with the U.S. Small Business Administration.

The Path to Training: An orientation & initial assessment to provide an overview of training funding eligibility through Valley Works Career Center & give you your next step.

The "WOW" Factor: Return to work quickly, develop a plan & create a message to communicate and articulate your skills and work experience to gain favorable attention and enhance your networking. Stand out from the job seeker crowd and impress employers. Are you well prepared? Can you clearly communicate & connect with those who are hiring? **MTC***