

**ValleyWorks Career Center:**

*Developing Tomorrow's  
Workforce*

*www.valleyworks.CC*

**WE HAVE  
TWO CONVENIENT  
LOCATIONS  
TO SERVE YOU:**

**Lawrence**

Heritage Place  
439 South Union St.,  
Bldg. 2, Suite 106  
Lawrence, MA 01843  
(978) 722-7000  
TDD/TTY: (978) 722-7088

**Haverhill**

Landmark Building  
80 Merrimack Street  
Haverhill, MA 01830  
(978) 722-7000  
TDD/TTY: (978) 469-7859

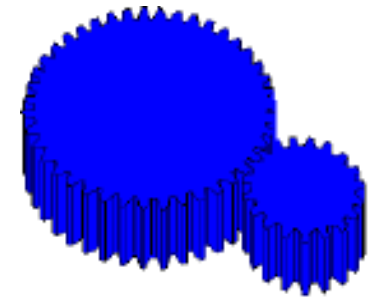
*The ValleyWorks Career Center (VWCC) is a workforce development collaboration of the Department of Training and Development and the Division of Career Services. Chartered by the Merrimack Valley Workforce Investment Board (MVWIB), the VWCC is funded through the Workforce Investment Act; the Commonwealth Corporation; the Division of Career Services; the Department of Workforce Development; the Department of Transitional Assistance; the Department of Labor; the Department of Education and the Commonwealth of Massachusetts. A federal- and state-funded center, the VWCC is designed to provide comprehensive services to job seekers and employers of the Merrimack Valley. The VWCC is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.*



Heritage Place  
439 South Union Street  
Lawrence, MA 01843



**SELF-PACED  
LEARNING  
SERVICES**



*Developing Tomorrow's Workforce*



ValleyWorks Career Center:  
The Merrimack Valley's  
*One Stop*  
for career development  
services



The ValleyWorks Career Center (VWCC) is a One-Stop career center, providing services to businesses and job seekers

in the Merrimack Valley.

As a comprehensive career center, you'll find a wide range of *no-cost* services and resources designed to help you quickly and easily secure your first job, find a new job or research other career opportunities.

*Stop by or contact our Lawrence or Haverhill locations for more information on what we can do for you!*

Developing Tomorrow's  
Workforce:  
Learning at Your Own Pace

The ValleyWorks Career Center offers Self-Paced Learning Services (SPLS) that can help customers develop Adult Basic Education (ABE) literacy skills, computer skills, work readiness skills, and resume writing skills without the structure of formalized classroom training.

Our walk-in service lets you work at your own pace, during scheduled lab hours. Take full advantage of our resources and up-to-date software tools, such as:

- ***Contemporary (GED prep)***
- ***LearnScape (GED prep and work readiness)***
- ***Professor Teaches Office XP (MS Office Suite)***
- ***ResumeMaker***
- ***Mavis Beacon Typing***

ValleyWorks provides a broad range of self-paced learning tools that can help you enhance your skills and achieve both personal and professional career objectives.

ACCESSING THE SPLS  
COMPUTER LAB

You can use Self-paced Learning Services at each of our ValleyWorks locations on Mondays, Thursdays and Fridays in Lawrence, or on Tuesdays and Thursdays in Haverhill. Each location will allow our customers unlimited access to the software during SPLS scheduled hours. You can choose to either sign-up at our Membership Desk, or simply walk-in. You can use it whenever you want, for as long as you want, during scheduled SPLS lab hours, and access to these services is *for free!*

**SELF-PACED LEARNING CENTERS  
HOURS OF OPERATION:**

<u>LAWRENCE</u>	<u>HAVERHILL</u>
M: 9 am - 11 am	T: 9 am - 11 am
Th: 1:30 pm - 3:30 pm	Th: 1 pm - 3 pm
F: 1:30 pm - 3:30 pm	

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