

VALLEYWORKS CAREER CENTER WORKSHOP DESCRIPTIONS

Workshops are offered on a rotating schedule. For the most up-to-date information on events, workshops and other ValleyWorks news, check our website - www.valleyworks.cc or consult our staff. **Blue Title Denotes Premium Service 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 RESUME & 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. Also available in Spanish. Disponible en Español**

Intro to Mavis Beacon-SP An introduction Mavis Beacon. You will be guided in setting up an account to continue to use the Mavis Beacon Software & receive an introduction to basic keyboard functions needed for completing online job applications, typing a résumé & using a computer. **Disponible en Español. Available in Spanish only. SPLS for English.**

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 Search – Shorter & Smarter: Focus to streamline & shorten your job search. Create a plan & strategy for success. Proven techniques & resources to make your search more effective. 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®.

LinkedIn® - Finding Your Way with LinkedIn® LinkedIn Account Users will explore important sections of LinkedIn to gain an overall perspective of this important Social Media Business Networking site. Information includes: Where to find LinkedIn Tools to Improve LinkedIn Profiles, Profile Editing, Joining Groups, LinkedIn Messages, the Help Center, updating their account, privacy settings, LinkedIn Messages, Etiquette, and a LinkedIn Quiz.

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***

April 2017



Connecting Workers and Employers



Workshop and Events Calendar April 2017

LAWRENCE (MAIN OFFICE)

CITY HALL ANNEX 255 ESSEX STREET

LAWRENCE, MA 01840

PHONE: (978) 722-7000

TTY PHONE: (978) 722-7088

LAWRENCE FACILITY HOURS

M, T, W, TH, F: 8:00 AM - 4:30 PM *

UI ONLINE SERVICES HOURS M - F 8:00 AM - 3:30 PM

FOR UNEMPLOYMENT INSURANCE INFORMATION VISIT UI ONLINE

WWW.MASS.GOV/DUA

A SELF-SERVICE EASY & SECURE WAY TO FILE & ACCESS YOUR

UNEMPLOYMENT INSURANCE CLAIM

AT OUR LAWRENCE LOCATION:

DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION (DESE): ESOL AND HiSET ASSESSMENT;
JOB CORPS; AND GREATER LAWRENCE FAMILY HEALTH CENTER OUTREACH & ENROLLMENT

VISIT US IN HAVERHILL @ NECC- 100 ELLIOTT STREET

STUDENT CENTER - FIRST FLOOR, ROOM # SC118, HAVERHILL, MA 01830

PHONE: (978) 241-4730

HAVERHILL FACILITY HOURS

M - F: 8:00 AM - 4:30 PM * (CLOSED DAILY - 12PM - 1PM)

UNEMPLOYMENT SERVICES ARE

AVAILABLE SELF-DIRECTED M- F 8:00 AM - 3:30 PM

*In the event of inclement weather,
please call the center 978.722.7000, ext 8888
For the most up-to-date information on events, workshops & other Valley-
Works news, check out our Website: www.valleyworks.cc*

ValleyWorks Workshop Staff

Workshop Specialists

Judy Junker (JJ), Carmen Garcia (CG)

Learning Lab Support Specialist, Virginia Marchand (VM)

Please note: *The 2nd & 4th Wednesday of each month Lawrence opens at 10am & Haverhill opens at 10:30 am ** Our evenings services are limited to workshops or specific appointments. You must have a ValleyWorks membership (no cost) & register in advance to access workshops or evening events. Please be sure to arrange for child care prior to coming to the center for services. Visit either ValleyWorks location to become a member.

Developing Tomorrow's Workforce



ValleyWorks Events and Updates

Career Center Seminar (CCS) information

Four (4) Sessions offered a week

To become a ValleyWorks Career Center Member, you must attend CCS. Call 978.722.7000 for the next available CCS session & become a member!

Upcoming Speakers and Events, at ValleyWorks:

Check our website for the latest details. www.valleyworks.cc

Social Security Administration:

APRIL 11, 2017—1:00 pm

WORKING WHILE DISABLED: How Social Security Can Help!

Every Monday - Networking for Professionals

1:00 pm to 3:30 pm (Contact Membership Desk to enroll)

It is a great way to connect with the unpublished job market.

APRIL 2017

M	T	W	T	F	S
					1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29

NOTE: Mass Talent Connect (MTC) can help get you reconnected. This a new initiative designed to connect long-term unemployed job seekers [those out of the workforce for 30 or more weeks] to the workforce. **To meet with an Employment Counselor & learn more about the MTC initiative, workshops & resources go to the membership desk and ask about MTC. Our staff will assist you to schedule an appointment with an Employment Counselor & help you reconnect to the workforce!**

Workshops in Haverhill @ NECC Haverhill Campus

April 12– “JOB SEARCH SHORTER & SMARTER” Workshop 3:00 pm - 5:00 pm (JJ)

April 26 - “THE WOW FACTOR” Workshop 3:00 pm - 5:00 pm (CG)

Workshops are held at the Hartleb Technology Center Building, Room 211.

Workshop Schedule - APRIL 2017

NOTE: You must pre-register for workshops. Contact Membership Desk to register & pay fees (if required). Some workshops require a prerequisite, check course descriptions on back of this catalog (denoted with an*). Facilitator initials are in parenthesis (**denotes facilitator To Be Determined). **Please call the Membership Desk if registered & you cannot attend. In the event of inclement weather, please check - www.valleyworks.cc or call the center 978.722.7000, ext 8888 Plan to arrive 15 minutes before all workshops to check-in, late-comers will not be admitted to a workshop session. ValleyWorks reserves the right to cancel any workshop with insufficient enrollment or change the facilitator. Blue Title Denotes Premium Service**

Workshop	Lawrence
ACT® Career Ready 101	Wed, Apr 5, 19, 26 2:00 pm - 3:30 pm (VM)
* Cover Letters	Tues, Apr 18 9:30 am -12:00pm (JJ)
* Critiques: Cover Letter and/or Resume (Individual Appts.)	Mon, Apr 3, 10, 24 9:00 am - 10:30 am (JJ)
* How to Work a Job Fair	Fri, Apr 7 2:00 pm - 4:00 pm (CG)
* Intermediate MS Excel	Thurs, Apr 13 8:45 am - 12:45 pm (CG)
* Interviewing Techniques	Wed, Apr 19 Tues, Apr 25 9:30 am -12:00pm (JJ) 1:30 pm - 4:00 pm (JJ)

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

Workshop	Lawrence
*Intro to Computers	Wed, Apr19 2:00pm - 4:00pm (JJ)
*Intro to Computers <i>in Spanish</i>	Fri, Apr 7, 21 Thurs, Apr 27 9:30 am - 11:30 am (CG) 9:30 am - 11:30 am (CG)
Intro to Mavis Beacon <i>in Spanish</i>	Fri, Apr 14 Thurs, Apr 20 Mon, Apr 24 9:30 am -11:30 am (CG) 9:30 am -11:30 am (CG) 9:30 am -11:30 am (CG)
* Intro to MS Excel	Thurs, Apr 6 8:45 am - 11:15 am (JJ)
* Intro to MS Word	Tues, Apr 11 Mon, Apr 24 2:00 pm - 4:00pm (CG) 2:00 pm - 4:00pm (CG)
Job Search – Shorter & Smarter	Weds, Apr 19 Fri, Apr 28 10:00 am - 12:00 am (CG) 2:00 pm - 4:00 pm (CG)
Learning English with Rosetta Stone	Thurs, Apr 6, 13, 20, 27 1:00 pm - 2:30 pm **
LinkedIn® - Is It for Me?	Wed, Apr 12 9:30 am - 11:30 pm (CG)
LinkedIn® - Finding Your Way Through LinkedIn®	Wed, Apr 12 Tues, Apr 25 9:30 am - 11:30 am (JJ) 9:30 am - 11:30 am (JJ)
Marketing Your Maturity	Fri, Apr 7 Thurs, Apr 20 9:30 am - 11:30 am (JJ) 2:30pm - 4:30pm (JJ)
MTC: Staying Motivated and Resilient During Job Search	Fri, Apr 14 Wed, Apr 26 2:00 pm - 4:00 pm (JJ/CG) 10:00 am -12:00pm (JJ/CG)
Negotiating Job Offers/Salary	Thurs, Apr 13 Thurs, Apr 27 9:30am - 11:30am (JJ) 10:00 am - 12:00 pm (JJ)
Networking for Professionals	Mon, Apr 3, 10, 24 1:00 pm - 3:30 pm (JJ)
Online Job Applications	Mon, Apr 10 10:30 am - 12:30pm (CG)
* Power Point	Tues, Apr 25 12:15 pm - 4:15 pm (CG)
* Résumé Assistance	Mon, Apr 10 Thurs, Apr 20 8:30 am - 9:30 am (JJ) 10:00 am - 11:00 am (JJ)
* Résumé Assistance <i>in Spanish</i>	Wed, Apr 12 Tues, Apr 25 1:30pm - 2:30pm (CG) 8:30 am - 9:30 am (CG)
* Résumé Basics	Tues, Apr 18 Fri, Apr 28 1:30 pm - 3:30 pm (JJ) 10:00 am - 12:00 pm (JJ)
* Résumé Basics <i>in Spanish</i>	Mon, Apr 10 2:15pm - 4:15pm (CG)
* Résumé-Write It Right	Fri, Apr 21 8:30 am - 10:00 am (JJ)
* Résumé-Write It Right <i>in Spanish</i>	Thurs, Apr 13 2:00 pm - 4:00 pm (CG)
* Résumé Writing Beyond Basics	Tues, Apr 11 Thurs, Apr 27 1:15 pm - 4:15pm (JJ) 1:15 pm - 4:15pm (CG)
Small Business Association (SBA): Connections That Work	To Be Scheduled in May, 2017
Self-Paced Learning Services	Tues, Apr 4, 11, 18, 25 Weds, Apr 5, 12, 19, 26 (12 & 26 start time is 10:00 am) Thurs, Apr 6, 13, 20, 27 Fri, Apr 7, 14, 21, 28 9:30 am - 11:30 am ** 9:30 am - 11:30 am ** 2:30 pm - 4:30 pm ** 2:30 pm - 4:30 pm **
The “WOW” Factor	Tues, Apr 11 Fri, Apr 21 9:30 am -11:30am (JJ) 2:00 pm - 4:00 pm (JJ)

PLAN AHEAD: VALLEYWORKS SPRING JOB FAIR IS SCHEDULED FOR WEDNESDAY, APRIL 12, 2017
www.valleyworks.cc