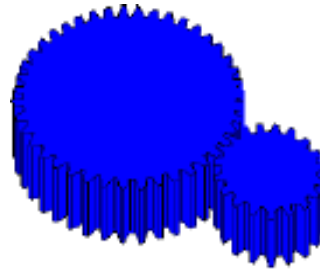


Workshop and Events Calendar February 2012



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

ALSO AT THIS LOCATION:

UNEMPLOYMENT INSURANCE
JOB CORPS

FACILITY HOURS

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

HAVERTHILL

192 MERRIMACK STREET
HAVERTHILL, MA 01830
PHONE: (978) 722-7000
TTY PHONE: (978) 469-7859

ALSO AT THIS LOCATION:

UNEMPLOYMENT INSURANCE

FACILITY HOURS

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

WWW.VALLEYWORKS.CC

Please note: *The 2nd & 4th Wednesday of each month our locations open at 10:00 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 visit either ValleyWorks location to become a member.

Developing Tomorrow's Workforce

ValleyWorks Events and Updates

Career Center Seminar (CCS) information

Six (6) Sessions offered a week per location

To become a ValleyWorks Career Center Member you must attend CCS.
Call 978.722.7076 for the next available CCS session & become a member!

Upcoming Speakers, Events, and Recruitments

Check our website for the latest details.

www.valleyworks.cc

Check our website for the latest details.

- Feb 6 -** "TORQ' - Making Online Tools Work for You"- Judy Junker
- Feb 13 -** "Social Media & the Power of Your Networking"- Cindy Key
- Feb 27 -** "How OLD ... How to Make Your Age WORK for You as a Job Seekers" - Lillian McGinty

Every Monday - Networking for Professionals 1:00 pm to 3:30 pm (Contact Membership Desk to enroll)

Join us for Networking!

Thursday, March 1 - Evening Networking- 5:00 pm to 7:00 pm

Quarterly Evening Networking Event

Featured Speaker - Kim Meninger, Great Heights Coaching - "Find a Satisfying Career"

Networking - It is a great way to connect with the unpublished job market.

Please pre-register by contacting the front desk.

www.valleyworks.cc for details

Job Corps - Success Lasts a Lifetime, learn more on Thursday, Feb 2 & Thursday, Feb 16 at Valley Works Career Center-Lawrence 1:15pm
Or on Monday, Feb 13 at Valley Works Career Center - Haverhill at 2:00pm

Youth Services Events for February

Youth Welcome Sessions: *Every Tuesday at 1:00 pm in Lawrence & Every Wednesday at 1:00 pm in Haverhill*

For more information on youth events, call our Membership desk at (978) 722-7000.

ValleyWorks Workshop Staff

Workshop Manager Cindy Key

Workshop Specialists

Judy Junker (JJ) & Lillian McGinty (LM)

Workshop Facilitator: Jessy Abramson (JA)

SPLS Monitors

Anthony Abate
Jessy Abramson
Pati Beausejour
Barbara Begin
Gary Comins
Sally Coviello
Tony DiFruscia

Mariah Germonsén
Judy Junker
Jim Linnehan
Lillian McGinty
Rosina Medina
Endry Matta
Georgette Moysenko

Maria Payano
Jaferleen Perez-Arias
Maria Pichardo
Carolina Prinzivalli
Matt Qualter
Linda Ruiz
Elaine Stapinski

**FEBRUARY
2012**

M	T	W	T	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20 H	21	22	23	24	25
27	28	29			

Key: *See Events and Updates section (above) for specific information on these events.*

R = Recruitment **J = Job Fair** **H = Holiday**
G = Guest Speaker **S = Special Event**

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 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 Schedule - February 2012

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 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 Fee-Based Service

<u>Workshop</u>	<u>Lawrence</u>	<u>Haverhill</u>
An Easier Job Search	Tue, Feb 14: 9:30 am - 11:30 am (JJ)	
An Overview to Training	Fri, Feb 3,10,17,24: 9:00 am - 10:00 am **	Fri, Feb 3,10,17,24: 8:45 am - 9:45 am **
* Cover Letters	Wed, Feb 15: 9:00 am - 11:30 am (JJ)	Thu, Feb 2: 1:00 pm - 3:30 pm (JJ)
English for Speakers of Other Languages (ESOL) Learn English with Rosetta Stone/Literacy Improvement	Thu, Feb 2,9,16,23: 8:30 am - 9:30 am (LM) Fri, Feb 3,10,17,24: 1:00 pm - 2:30 pm (JA)	
* Intermediate MS Excel 2007 *	Tue, Mar 6 : 8:45 am - 12:45 pm (JJ)	
* Intermediate MS Word 2007 *	Tue, Mar 27: 8:45 am - 12:45 pm (JJ)	
* Intro to MS Excel 2007	Wed, Feb 1: 8:45 am - 11:45 pm (LM)	
* Intro to MS Word 2007	Tue, Feb 7: 2:15 pm - 4:15 pm (JJ)	Thu, Feb 9: 8:30 am - 10:30 am (LM)
Insider Information on Popular Jobs		Wed, Feb 8: 2:30 pm - 4:30 pm (LM)
Interviewing Techniques	Tue, Feb 21: 9:00 am - 11:00 pm (LM)	Thu, Feb 23: 1:30 pm - 3:30 pm (JJ)
Job Search Club Career Decisions	Wed, Feb 8: 10:00 am - 12:00 pm (LM)	
Learn English with Rosetta Stone	Fri, Feb 3,10,17,24: 1:00 pm - 2:30 pm (JA)	
Marketing Your Maturity	Wed, Feb 22: 10:00 am - 12:00 pm (LM)	
* Microsoft Publisher *	Tue, Apr 3: 8:45 am - 12:45 pm (JJ)	
* Mock Interview	Fri, Feb 3: 2:30 pm - 3:30 pm (LM)	
Negotiating Job Offers/Salary		Wed, Feb 15: 2:15 pm - 4:15 pm (LM)
Networking for Professionals	Mon, Feb 6: 1:00 pm - 3:30 pm (JJ,LM) Mon, Feb 13: 1:00 pm - 3:30 pm (CK, JJ) Mon, Feb 27: 1:00 pm - 3:30 pm (JJ,CK)	
Online Job Applications	Mon, Feb 13: 2:30 pm - 4:30 pm (JA)	Thu, Feb 16: 1:00 pm - 3:00 pm (JJ)
* Power Point 2007 *	Tue, Feb 7: 8:45 am - 12:45 pm (JJ)	
* Résumé Assistance	Mon, Feb 6,13, 27: 8:30 am - 9:30 am**	Thu, Feb 2, 9, 16,23: 10:55 am - 11:55 am**
* Résumé Basics	Wed, Feb 1: 2:15 pm - 4:15 pm (JA)	Thu, Feb 16: 8:30 am - 10:30 am (JJ)
* Résumé Critique	Fri, Feb 10: 1:00 pm - 1:30 pm (LM) Fri, Feb 24: 1:00 pm - 2:00 pm (JJ)	Thu, Feb 2: 10:15 am - 10:45 am (JJ)
* Résumé Writing Beyond Basics	Tue, Feb 7: 9:00 am - 12:00 pm (LM)	Thu, Feb 9: 1:00 pm - 4:00 pm (LM)
Small Business Administration (SBA) (SBA) Connections That Work		Thu, Feb 2: 10:00 am - 12:00 pm (JJ)
Self-Paced Learning Services	Mon, Feb 6,13, 27: 9:30 am - 11:30 am** Thu, Feb 2,9,16,23: 2:30 pm - 4:30 pm** Fri, Feb 3,10,17,24: 2:30 pm - 4:30 pm**	Tue, Feb 7,14,21,28: 2:30 pm - 4:30 pm** Wed, Feb 1,8,15,22,29: 2:30 pm - 4:30 pm**
Self-Paced Learning Services Youth	Thu, Feb 2,9,16,23: 1:00 pm - 2:30 pm** Fri, Feb 3,10,17,24: 1:00 pm - 2:30 pm**	Tue, Feb 7,14,21,28: 2:30 pm - 4:30 pm** Wed, Feb 1,8,15,22,29: 2:30 pm - 4:30 pm**
The "WOW" Factor	Fri, Feb 17: 10:30 am - 11:45 am (JJ)	Fri, Feb 10: 10:00 am - 11:15 am (LM)
Work Ready Youth Workshop [Part 1 & 2]	Wed, Feb 22: 1:30 pm - 4:30 pm (LM)	Wed, Feb 15: 9:00 am - 12:00 pm (LM)

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.

An Easier Job Search: Begin or focus your job search with a plan, tools, & a strategy for success. Gain an understanding of techniques, & resources to make your search easier. Avoid the top mistakes made that extend your unemployment & develop a plan to add focus, to be effective, and return to work.

An Overview to Training: A brief overview to training funding eligibility through Valley Works Career Center.

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 TYPED RÉSUMÉ**.

English for Speakers of Other Languages (ESOL)/Literacy Improvement: Improve your employability and self-esteem by improving your English skills and general literacy skills. This computer based self-paced study program uses Rosetta Stone software.

Intermediate MS Excel 2007: An opportunity to learn how to create charts, link worksheets, and workbooks, create pivot tables, macros, use advanced formulas and auto functions as well as format worksheets for printing. **Fee based service. Prerequisite:** Bring a 3 ½" diskette, or flash drive, no CDs; **MUST** have experience creating basic worksheets in MS Excel 2007 & know how to cut, copy and paste; use a mouse, create basic formulas, work with MS Excel 2007 ribbon, save worksheets or complete and be comfortable with material covered in Introduction to MS Excel 2007. Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Fee for this workshop is \$50 in advance; \$75 the week of the event.**

Intermediate MS Word 2007: This workshop will provide an overview of using formatting functions, such as format painter, header & footer, mail merge, envelopes, labels, and graphics. **Fee based service. Prerequisite:** Must have previous experience using MS Word 2007, have created at least a couple of documents in MS Word 2007. Must bring a 3½" diskette, or flash drive, no CDs. Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Fee for this workshop is \$50 in advance; \$75 the week of the event.**

Introduction 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. Must bring a 3 ½" diskette, or flash drive, no CDs.

Introduction to MS Excel 2007: Workshop will provide participants with an overview of basic Excel functions and the use of formulas. **Prerequisite:** Participants must have basic computer skills. **Required** basic keyboarding & ability to use a mouse. Must bring a 3½" diskette, or flash drive, no CDs.

Introduction to MS Word 2007: Learn to use basic MS Word features. **Prerequisite:** Must have completed Introduction to Computers or equivalent; **Basic keyboarding skills required.** Must bring a 3 ½" diskette, or flash drive, no CDs.

Insider Information on Popular Jobs: Learn how to research Labor Market Information to select jobs with future growth, or vast hiring potential due to the nature of the industry. Discover the critical and emerging industries and gain an understanding of how to use information to create new opportunities.

Interviewing Techniques: Market yourself 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**.

Job Search Club: Start off on the right foot or refocus your job search. Get motivated and inspired, sharpen your job search skills in one area or join these sessions regularly to focus on the development of strategies that will lead to interviews and job offers.

Learn English with Rosetta Stone®: Use Rosetta Stone software in our computer lab to improve your English skills. Computer based program only.

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.

Microsoft Publisher: Learn to use MS Publisher and how to create a newsletter. **Fee based service. Prerequisite:** Participants must bring **flash drive to save files, no CDs. Required: Basic computer skills and basic MS Word experience.** Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Fee for this workshop is \$50 in advance; \$75 the week of the event.**

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. **Fee based service. Prerequisite:** Customer must submit a typed resume, written job description, & salary data for interview position, and fee when appointment is made. Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Advanced registration required. Fee for this service \$60.**

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 personal strengths. **Fee based service. Prerequisite:** Customer must complete the assessment one week prior to the scheduled appointment. This service is delivered by appointment only, call for appointment information. **Advanced registration required. Fee for this service \$140.**

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 professional peers at this weekly forum for professionals in job transition that offers opportunities to network, sharpen job search skills, and stay motivated. This group is for you if you are a person with a professional attitude about your career and networking!

Online Job Applications: Learn how to effectively complete an online job application, take a personality or job related online assessment, and avoid common errors that impact your chances for an interview. Come prepared to complete an application online. Bring your résumé or résumé worksheet.

PowerPoint 2007: An overview of using the drawing feature, inserting pictures, custom animation and setting up a presentation. **Fee based service. Prerequisite:** Participants must bring **flash drive** to save files, no CDs. **Required:** Basic computer skills and Basic MS 2007 Word, PowerPoint and/or Excel experience. Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops. **Fee for this workshop is \$50 in advance; \$75 the week of the event.**

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 either a completed Résumé Worksheet and/or copy of your current résumé. Bring a 3 ½" diskette, or flash drive to save your electronic résumé; no CDs.

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), a 3 ½" diskette, or flash drive, no CDs, and you must have the ability to use a mouse, and have basic typing/keyboarding skills, or attend Introduction to Computers or SPLS prior to enrolling in this workshop.

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

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.

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 English skills (ESOL), study for the GED or learn how to use Microsoft Office Suite, QuickBooks 2009, 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 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 "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. Stand out from the job seeker crowd and impress employers. Are you well prepared? Can you clearly communicate & connect with those who are hiring?

Work Ready Youth Workshop: Designed to help you prepare for employment, to achieve success in your new position and to assist you to complete and type a basic résumé. You must attend the entire workshop and complete a résumé to earn a Work Ready Youth (WRY) certificate. **Completion of a Work Ready Youth Certificate is an eligibility requirement for many Youth programs and highly recommended for all programs.**

Blue Title Denotes Fee-Based Service