

# 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](http://www.valleyworks.cc) or consult our staff.

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

**ABCs to an Easier Job Search:** Launch your job search and plan a strategy for success. Gain an understanding of the numerous job search techniques, the resources that can be used to plan and conduct a focused highly effective and comprehensive job search, as well as additional Career Center resources.

**Cover Letters:** Learn how to create this strong selling tool that will complement your résumé and grab an employer's interest. **Prerequisite:** Bring a printed copy of an **ADVERTISEMENT or JOB POSTING** for a job for which you would be interested in applying and 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-pace study program uses Rosetta Stone software.

**Prerequisite:** Must meet eligibility requirements and complete pre-assessment.

**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; must bring a 3 ½" diskette, or flash drive, no CDs. Workshop 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 are required; must bring a 3 ½" diskette, or flash drive, no CDs.

**Intermediate MS Excel:** 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. **Fee based service. Prerequisite:** Bring a 3 ½" diskette, or flash drive, no CDs & must have experience creating basic worksheets in MS Excel & know how to cut, copy and paste; right click a mouse, create basic formulas, work with MS Excel toolbars, print spreadsheets or complete and be comfortable with material covered in Intro to MS Excel. 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.**

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

**Intermediate MS Word:** This workshop will provide an overview of using formatting functions, tools, margins and graphics. **Fee based service.**

**Prerequisite:** Must have previous experience using MS Word and have created at least a couple of documents in MS Word; must bring a 3 ½" 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.**

**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.

**Job Search Club:** Start off on the right foot. Get motivated and inspired, sharpen your job search skills in one area or join this group that meets 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 a 3 ½" diskette, or flash drive, no CDs and have basic computer skills including: 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 - 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. 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 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!

**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.

**PowerPoint Basics:** An overview of using the drawing tool bar, inserting pictures, custom animation and setting up a presentation. **Fee based service. Prerequisite:** Participants must bring a 3 ½" diskette, or flash drive, no CDs and have basic computer skills including: Basic MS 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:** Need a résumé? Get help to create, edit, update, format, finalize or ask questions about a résumé. **Prerequisite:** Bring either a completed Résumé Worksheet and/or copy of your current résumé & a 3 ½" diskette, or flash drive with you to save your electronic résumé.

**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 Intro to Computer 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 to this Workshop.

**Self-Directed Search:** Use one of the levels (E, or R/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. Staff will assist you to select the correct level.

**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 2007, QuickBooks 2009, Accounting Fundamentals, Photoshop CS4, Flash CS4 Professional, HTML Fundamentals/Advanced, Dreamweaver CS4, & Business Planning.

**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.

**Workforce Readiness Workshop:** Return to work quickly, ensure your job search success by identifying resources, building a team of people to help you, and by being well prepared to clearly communicate your knowledge, abilities, skills and work experience when you connect with employers 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 compete 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.**

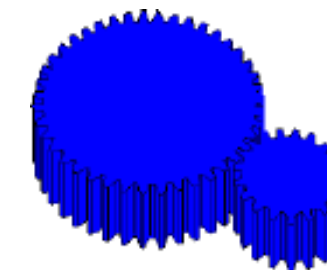
Blue Title Denotes Fee-Based Service



Connecting Workers and Employers



## Coming Soon! Workshop and Events Calendar



### LAWRENCE (MAIN OFFICE)

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

#### ALSO AT THIS LOCATION:

SUPPORTED WORK PROGRAM  
UNEMPLOYMENT INSURANCE  
JOB CORPS

#### FACILITY HOURS

M,W, TH F: 8:00 AM - 4:30 PM \*  
T: 8:00 AM - 7:00 PM \*\*

### HAVERHILL

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

#### ALSO AT THIS LOCATION:

UNEMPLOYMENT INSURANCE

#### FACILITY HOURS

M, W, TH, F: 8:00 AM - 4:30 PM\*  
T: 8:00 AM - 7:00 PM\*\*

WWW.VALLEYWORKS.CC

**Please note:** \*The 2nd & 4th Wednesday of each month our locations open at 10:00 am  
\*\* On Tuesday 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