

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA 01830
(978) 722-7000

CENTER HOURS

Monday - Friday:
8:00 AM - 4:30 PM
Saturday:
8:30 AM - 12:30 PM

The Lucent Career Center is an Equal Opportunity Program. Auxillary aids and services are available upon request to individuals with disabilities. TDD/TTY: 1 (800) 439-2370.

SPECIAL NOTE:

With the approval of the National Emergency Grant extension coming so close to the beginning of July, we were unable to assemble a workshop calendar for Lucent Career Center customers. Instead, LCC customers are welcome to sign up for any workshop on the main ValleyWorks Career Center calendar, which is enclosed inside. We will have our regular slate of Lucent-specific workshops for you in August.

If you have any questions, don't hesitate to call the Lucent Center at (978) 722-7000.

Lucent Career Center Honors Four Staff

The staff of the Lucent Career Center recently paid tribute to four staff members for their dedication and service in helping nearly 600 former Lucent workers obtain new employment opportunities.

Ms. Roberta Curtis, Job Placement Specialist; Ms. Deborah Wilson-Woodard, Administrative Assistant; Ms. Sandra Greenbaum, Workshop Specialist; and Ms. Karen Brandt, Career Services Advisor, were congratulated for their diligence and devotion to helping former Lucent employees. All four will be leaving the Center to enter the private sector.

Our best wishes are extended to these devoted workers.

Lucent Career Center

DOL APPROVES EXTENSION OF LUCENT NATIONAL EMERGENCY GRANT, CAREER CENTER TO REMAIN OPEN ADDITIONAL YEAR

The Lucent Career Center will remain open through June 30, 2005 thanks to an extension approval by the U.S. Department of Labor. The Center will continue to serve current and future dislocated Lucent Technologies, Inc. workers.

The grant extension will offer continued access to career counseling, vocational assessment and career planning, labor market trends and growth occupations, as well as job training and job placement services. The Lucent Career Center Newsletter will also continue, and current participants are advised to contact their career service advisors and job placement specialists for continued re-employment assistance.

"We are very pleased the extension came through," said Fran LaCerte, Project Manager of the Center. "It was crucial for us to get the extension so that we can continue providing services to over 550 active Lucent customers."

The Lucent Career Center is located in the Landmark Building at 80 Merrimack Street in Haverhill. For more information on the Lucent Center and its services, please call 987-722-7000.

FORMER LUCENT WORKER IS SPEAKER AT NECC GRADUATION

Ms. Charlene Boucher a 25 year veteran of Lucent Technologies was selected to be the Northern Essex Community College Class of 2004's student speaker. Ms. Boucher came to the Lucent Career Center after being laid-off in 2002. With a family of three and a disabled husband, Charlene was seeking a career change in order to support her family.

Ms. Karen Brandt, Charlene's Career Advisor, said, "with all these issues facing her, Charlene was determined to achieve her goal and obtain her Associate's Degree." Charlene graduated last month with high honors while obtaining an Associate's Degree in business and computers.

As student Class of 2004 speaker, Charlene said, "there is a huge difference between growing old and growing up. The idea is to grow up by always finding the opportunity to change. It's never too late to be all you can be."

Ms. Boucher seized the opportunity and has made a successful transition back into the workforce through her hard work and dedication to achieve her goals.

Congratulations Charlene and good luck!

The Lucent Career Center is a workforce development project of the ValleyWorks Career Center (VWCC). Funded by a Department of Labor National Emergency Grant and obtained through a partnership with the Merrimack Valley Workforce Investment Board (MVWIB), the Division of Career Services and the Department of Training and Development, the Lucent Career Center is equipped and operated to provide comprehensive services specifically for displaced employees of Lucent Technologies, Inc.

July 2004 ValleyWorks Career Center Workshop Calendar

You must have a **Lucent** membership (no cost) and register to access workshops. Please visit the **Lucent Career Center** to do this.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Please arrive on time for all workshops – you will not be admitted if you are late.</p> <p>If you need to cancel from a workshop <u>or</u> in the event of inclement weather, please call the Center.</p>	<p style="text-align: center;">ValleyWorks Career Center reserves the right to cancel any workshop with insufficient registration (less than 3 enrollees).</p>	<p><i>* = Course requires "Prerequisite"; see descriptions on Page 3</i></p> <p style="text-align: center;">Instructors: AS = Ann Shaw AH = Alan Hamwey GO = Gail Oliveri KG = Kathleen Gagnon LH = Larry Hinkle</p>	<p>1. *Résumé Critique 9:30 am - 11:30 am (Law.) AH</p> <p>What You Need to Know About Training 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>2. Self Directed Search CP-level 9:30 am - 11:30 am (Law.) AH</p> <p style="text-align: center;">*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>5. HOLIDAY CAREER CENTER CLOSED</p>	<p>6. *MS Word Basic 9:00 am - 11:00 am (Law.)</p> <p>Self Directed Search R-Level 9:30 am - 11:30 am (Law.) AH</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>7. Making Maturity Work for You 1:30 pm - 3:30 pm (Law.) AH</p> <p>*Internet Job Search 10:00 am - 12:00 pm (Haverhill) LH</p> <p>*Résumé Critique 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>8. What You Need to Know About Training 9:30 am - 12:00 pm (Law.) KG</p> <p>Labor Market Information 9:30 am - 11:30 am (Law.) AH</p> <p>Interviewing Techniques 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>9. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) AS</p> <p>* Résumé Writing 1:30 pm - 3:30 pm (Law.) AH</p> <p>* JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>12. Comprehensive Job Search 9:00 am - 12:00 pm (Law.) LPH</p> <p>Networking for Professionals 1:00 pm - 3:30 pm (Law.) AS</p>	<p>13. *Intro to Computers 9:00 am - 11:00 am (Law.)</p> <p>*Job Search on MJQ 11:00 am - 12:00 pm (Law.)</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p> <p>Making Maturity Work for You 1:30 pm - 3:30 pm (Haverhill) AH</p>	<p>14. *Spanish Introduction to Computers 10:00 am - 11:00 am (Law.)</p> <p>*Spanish Job Search on MJQ 11:00 am - 12:00 pm (Law.)</p> <p>Labor Market Information 1:30 pm - 3:30 pm (Haverhill) AH</p> <p>*Résumé Writing 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>15. Self Directed Search CP-level 9:30 am - 11:30 am (Haverhill) AH</p> <p>What You Need to Know About Training 1:30 pm - 4:00 pm (Haverhill) AS</p>	<p>16. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) AS</p> <p>*Cover Letters 1:30 pm - 3:30 pm (Law.) AH</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>19. Networking for Professionals 1:00 pm - 3:30 pm (Law.) AS</p> <p>Comprehensive Job Search 9:00 am - 12:00 pm (Haverhill) AH</p>	<p>20. *MS Word Basic 9:00 am - 11:00 am (Law.)</p> <p>*Résumé Writing 1:30 pm - 3:30 pm (Law.) AH</p> <p>*Internet Job Search 1:30 pm - 3:30 pm (Lawrence) LH</p> <p>Small Business Admin. (SBA) Day 9:00 am - 1:00 pm (Haverhill) AS</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>21. *Intro to Excel 1:00 pm - 3:30 pm (Law.) LH</p> <p>*Résumé Writing 1:30 pm - 3:30 pm (Law.) AH</p> <p>*Cover Letters 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>22. What You Need to Know About Training 9:30 am - 12:00 pm (Law.) KG</p> <p>*Résumé Critique 1:30 pm - 3:30 pm (Law.) AS</p> <p>*Intermediate Word 1:30 pm - 4:00 pm (Law.) LH</p> <p>Self Directed Search R-level 1:30 pm - 3:30 pm (Haverhill) AH</p>	<p>23. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) AH</p> <p>Interviewing Techniques 1:30 pm - 3:30 pm (Law.) AS</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>26. Comprehensive Job Search 9:00 am - 12:00 am (Law.) LPH</p> <p>Job Search Club (Topic: Matching Preferences with Jobs) 9:30 am - 11:30 am (Law.) AS</p> <p>Networking for Professionals 1:00 pm - 3:30 pm (Law.)</p>	<p>27. *Intro to Computers 9:00 am - 11:00 am (Law.)</p> <p>*Job Search on MJQ 11:00 am - 12:00 pm (Law.)</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>28. *Spanish Intro to Computers 10:00 am - 11:00 am (Law.)</p> <p>*Spanish Job Search on MJQ 11:00 am - 12:00 pm (Law.)</p> <p>*Résumé Writing 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>29. What You Need to Know About Training 1:30 pm - 4:00 pm (Haverhill) AS</p>	<p>30. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) GO</p> <p>*JOB RECRUITMENT DAY 9:00-12:00 (Law.)</p>

VALLEYWORKS CAREER CENTER WORKSHOP DESCRIPTIONS

NOTE: All workshops are free. Some require prerequisites.

Basic Keyboarding – Learn how to type on a computer keyboard in a self-paced learning environment.

Comprehensive Job Search – Gain an understanding of the numerous job search techniques and resources that can be used in order to conduct a complete job search

Cover Letters – Learn how to create this strong selling tool that will complement your Résumé and grab an employer's interest.
Prerequisite Bring an advertisement for a job that you would be interested in making application for.

Intermediate MS Word – This class is intended for people with some experience using MS Word. Workshop will provide an overview of using formatting functions, tools, margins, and graphics. *Prerequisite: Must have previous experience using Microsoft Word and have created at least a couple of documents in Word.*

Internet Job Search – Introduction to some of the popular job search services on the Internet. Learn how to create electronic Job-Hunters that automatically search 24X7 for positions matching your job search criteria. *Prerequisite: Knowledge of basic Internet search and using an email account.*

Interviewing Techniques – You will be given the confidence to advertise your strengths, skills and accomplishments in the interview. Learn how to handle the most common questions asked.

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 required. This workshop is also available in Spanish!*

Intro to 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.

Job Search Club – Start off on the right foot. Get motivated and inspired and hone your job search skills at this support group that meets twice a month. Develop strategies that will lead to interviews and job offers.

Job Search on Massachusetts Job Quest (MJQ) – Learn how to use Massachusetts Job Quest to find jobs and company information. You will learn different search methods, which will narrow and focus your job search more effectively.
Prerequisite: Intro to Computers and Basic Keyboarding or equivalent. This workshop is also available in Spanish!

Labor Market Information – Learn to become more self-sufficient using local labor market information in your comprehensive job search. You will become familiar with how to define critical and emerging industries, labor market supply and demand and how this information can be applied as part of your job search campaign.

MS Word Basics – Learn to use basic Word techniques. *Prerequisite: Must have completed Intro to Computers or equivalent. Please bring a 3 1/2" diskette.*

Making Maturity Work for You – Find out about the many proven advantages of mature workers and how age can benefit you in your job hunt. Learn how to dispel common myths about older workers and boost your self-confidence.

Myers Briggs Type Indicator – By using this vocational assessment you will discover your personal preferences, strengths, and weaknesses and how these influence your job search and job satisfaction. **You must be enrolled in "Intensive Services" or pay a fee for this workshop.** You must come in to the Center and **complete the inventory prior** to the workshop.

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.

Résumé Critique – Meet one-on-one for a 30-minute professional critique of your Résumé. *Prerequisite: You must be enrolled in "Intensive Services" or pay a \$20 fee for this service. Customer needs to submit typed Résumé and fee when appointment is made.*

Résumé Writing – Learn how to write a Résumé that generates interest in your capabilities and makes the employer want to meet you! Help the employer see you as the solution to their employment problem. It is designed for you to learn the parts of a Résumé, identify your skills and achievements, and to understand how the Résumé is used in a job search. *Prerequisite: You must have either a typed copy of your Résumé or have completed the Résumé Worksheet, available in the Resource Room in both Lawrence and Haverhill.*

Small Business Administration (SBA) Day – Meet with an SBA representative for one hour to discuss SBA programs and services which may assist in the start-up and growth of a business. To sign up for an appointment or for additional information, contact Lisa Gonzalez Welch, Economic Development Specialist, at 617-565-5588 or email at lisa.gonzalez@sba.gov.

Self-Directed Search – Use one of two levels (R or 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.

What You Need to Know About Training – Explore the steps you need to take to determine if you need training now to find a job.

Job Recruitment Day – Meet with a variety of employers who will be on site every week to recruit potential employees.
**Prerequisite: Typed copies of your résumé for distribution.*