

Lucent Career Center

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

FIRST CLASS
PRESORTED
US POSTAGE
PAID
PERMIT NO. 343

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:

This month we will once again be using the ValleyWorks workshop calendar, in lieu of a full Lucent Career Center schedule of workshops. LCC customers are welcome to sign up for any workshop on the main ValleyWorks Career Center calendar, which is enclosed inside.

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

Welcome Back Susan!!

The Lucent Career Center is happy to announce the return of one of its own: Susan Ingham has returned as a Career Services Advisor and has already begun meeting with customers.

Please say hello to Susan the next time you drop by the center.

Lucent Career Center

LUCENT CAREER CENTER ALL-STAR: NADIM DAOU

Of all the customers we've seen at the Lucent Career Center, few exemplify the ideal job-seeker strategy like Nadim Daou.



After 15 years as a product marketing manager at Lucent, Nadim found himself looking for a new position after his layoff just before Christmas, 2002. By January, 2003 he had already enrolled at the Lucent Center, and had begun his job search in earnest. Nadim describes his strategy best: "I literally took every workshop that was offered. The center offered a full support environment, the people there were great. They provided resources of which I was going to take full advantage. I would have been crazy not to."

While enrolled at the Lucent Center, Nadim was also networking like crazy, attending the Professional Networking Group sessions at ValleyWorks-Lawrence as well as meeting with other groups. Doing anything and everything, Nadim was persistent. He was open to any and all opportunities that would take his career in the direction in which he wanted to go; full-time, part-time, it didn't matter. And if an opening didn't exactly meet his needs, he found in it those skills that *did* meet his needs. He took a 3rd shift position in manufacturing, a financial transaction processing job and even dabbled in real estate, staying active in the workforce and absorbing the skills that would get him where he wanted to be. Nadim also used his time to obtain a PMP (project management) certification.

His efforts have paid off. Nadim has just landed an "NPI Project Manager" contract position at GE Infrastructure/Sensing Technologies through his contacts at Sapphire Design Technologies. But he's not resting on his laurels. Nadim plans to continue his job search until that ideal, full-time position presents itself.

Nadim offers some sage advice to his fellow displaced Lucent colleagues: "Keep focused. Build a support network of positive people, do whatever you can, whenever you can to advance your career and stay networked. You never know where that next lead is going to come from."

Now that's a real networking professional!

BUSINESS SERVICES UNIT TO HELP IDENTIFY MORE JOBS, DEVELOP RELATIONSHIPS WITH EMPLOYERS

As we move forward in this new fiscal year, we are placing special emphasis on our relationships with Merrimack Valley-area businesses. The formation of a Business Services Unit (BSU) at ValleyWorks means dedicated staffers will spend their time contacting and meeting with area businesses in an effort to seek out new employment opportunities in which to place our customers.

In the coming weeks, the Lucent Career Center will have its own Business Services Representative from the BSU on site full-time, creating even more opportunities for our customers. The next time you come to the center, ask your Career Service Advisor how the Business Services Representatives can help you uncover positions at area companies!

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.

August 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>2. 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>Making Maturity Work for You 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>3. *Résumé Writing 9:30 am - 11:30 am (Law.) AH</p> <p>Stress Reduction and Relaxation 1:00 pm - 3:00 pm (Law.) LR</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) JP</p>	<p>4. *Cover Letters 1:30 pm - 4:00 pm (Law.) AH</p>	<p>5. *Résumé Critique 9:30 am - 11:30 am (Law.) AH</p> <p>Interviewing Techniques 1:30 pm - 4:00 pm (Law.) AS</p>	<p>6. Self Directed Search CP - level 9:30 am - 12:00 pm (Law.) AH</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Law) GO</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>9. Job Search Club (Topic: Basic Work Habits and Behavior) 9:00 am — 11:00 am (Law.) AH</p> <p>Networking for Professionals 1:00 pm — 3:00 pm (Law.) AS</p>	<p>10. *MS Word Basic 9:00 am - 11:00 am (Law.)</p> <p>Self Directed Search R - Level 9:30 am - 12:00 pm (Law.) AH</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AB</p>	<p>11. Making Maturity Work for You 1:30 pm - 4:00 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>12. What You Need to Know About Training 9:30 am - 12:00 pm (Law.) KG</p> <p>Interviewing Techniques 1:30 pm - 4:00 pm (Haverhill) AS</p> <p>* Résumé Writing 1:30 pm - 4:00 pm (Haverhill) AH</p> <p>What You Need to Know About Training 9:30 am - 12:00 pm (Law.) KG</p>	<p>13. Basic Keyboarding 1:30 pm - 3:30 pm (Law) GO</p> <p>Labor Market Information 1:30 pm - 3:30 pm (Haverhill) AH</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>16. 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>17. Internet Job Search 1:30 pm - 3:30 pm (Lawrence) LH</p> <p>Overview of Small Business Administration Programs & Services 9:00 am - 11:00 am (Haverhill) AS</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p> <p>Self Directed Search CP - Level 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>18. *Intro to Excel 1:00 pm - 4:00 pm (Law.) LH</p> <p>*Résumé Writing 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>19. *Intermediate Word 1:00 pm - 4:00 pm (Law.) LH</p> <p>What You Need to Know About Training 9:00 am - 12:00 pm (Haverhill) AH</p>	<p>20. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) AS</p> <p>*Cover Letters 1:30 pm - 4:00 pm (Haverhill) AH</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>23. Job Search Club (Topic: Work Attitudes and Values) 9:30 am - 11:00 am (Law.) AH</p> <p>Networking for Professionals 1:00 pm - 3:30 pm (Law.) AS</p>	<p>24. *MS Word Basic 9:00 am - 11:00 am (Law.)</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p>	<p>25. *Résumé Writing 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>26. 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>Self Directed Search R - level 1:30 pm - 4:00 pm (Haverhill) AH</p>	<p>27. Basic Keyboarding 1:30 pm - 3:30 pm (Law.) AS</p> <p>*JOB RECRUITMENT DAY 9:00 am - 12:00 pm (Law.)</p>
<p>30. Networking for Professionals 1:00 pm - 3:30 pm (Law.) AS</p> <p>Comprehensive Job Search 9:00 am - 12:00 pm (Haverhill) SV</p>	<p>31. *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>*Résumé Writing 1:30 pm - 4:00 pm (Law.) AH</p> <p>Basic Keyboarding 1:30 pm - 3:30 pm (Haverhill) AS</p>	<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>ValleyWorks Career Center reserves the right to cancel any workshop <i>with insufficient registration</i> (less than 3 enrollees).</p>	<p>* = Course requires "Prerequisite"; See descriptions on Page 3</p> <p>Instructors: AS = Ann Shaw AH = Alan Hamwey GO = Gail Oliveri KG = Kathleen Gagnon LH = Larry Hinkle</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.*