

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA
01830

Lucent Career Center

HAPPY NEW YEAR!!!!!!

MANUFACTURING SECTOR ADDS JOBS, ENDING 3-YEAR SLUMP!

Early signs indicate an economic upswing for this region and Massachusetts is beginning to create jobs again. According to articles written in local papers, the *Boston Business Journal*, and the *Wall Street Journal*, the addition of hundreds of manufacturing jobs was more of a sign that the long-ailing sector is improving.

The job figures were included in a report issued Dec. 19 by the State Division of Employment and Training. Over a four-month period starting in August, Bay State manufacturers have added 1,200 jobs. After a long recession in which business spending was contracted out of the country, U.S. companies are making capital expenditures again and Massachusetts exports for the year were up to \$15.92 billion from \$13.92 billion.

The staff of the Lucent Career Center is aggressively working towards making connections with companies who plan to hire in 2004. Individualized Recruitment events as well as Job Fairs are planned for every month and Lucent clients can take advantage of Career Counseling, Workshops, and Job Development to assist them on their journey to finding employment in the New Year!

The Lucent Career Center has assisted in placing close to 400 workers since the Grant began and our goal is another 400 before the Grant ends on June 30, 2004. We encour-

February 2004 Lucent 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
2. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	3. Interviewing Techniques Workshop 9:30 am – 12:00 noon	4. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	5. Salary Negotiations Workshop 9:30 am – 11:30 am Individual Resume Critique* 1:00 pm – 3:30 pm	6. Cover Letters Workshop 9:30 am – 11:30 am
9. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	10. Resume Writing Workshop 9:30 am – 12:00 noon Lucent Career Center ORIENTATION 1:00 pm – 2:30 pm	11. Individual Resume Critique* 9:00 am – 11:30 am Experienced Workers: Advantages And Opportunities 1:30 pm – 3:30 pm	12. Why, What and How of Networking 9:30 am – 11:30 am	13. Self-Directed Job Search 9:30 am – 11:30 am
16. George Washington's B-day CENTER CLOSED	17. Cover Letters Workshop 9:30 am – 11:30 am	18. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	19. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	20. Individual Resume Critique* 9:00 am – 11:30 am Salary Negotiations Workshop 1:30 pm – 3:30 pm
23. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 – 3:00 pm	24. Why, What and How of Networking 9:30 am – 11:30 am	25. Resume Writing Workshop 1:00 pm – 3:30 pm	26. Individual Resume Critique* 9:30 am – 11:30 am Cover Letters Workshop 1:30 pm – 3:30 pm	27. Experienced Workers: Advantages and Opportunities 9:30 am – 11:30 am
26. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 pm – 3:00 pm	27. Winning the Interview Game *** 9:30 am – 12 noon	28. Individual Resume Critique* 1:00 pm – 3:30 pm	29. Resume Writing Workshop 9:30 am – 12:00 noon	<div style="border: 1px dashed black; padding: 5px;"> * By appointment only ** At VWCC-Lawrence only (Directions available upon request) *** Maximum attendance is 6 </div>

NETWORKING GROUP UPDATE

The Lucent Career Center Networking Club continues to grow and offer job leads, support and guest speakers. Recent meetings have focused on Creative Networking and How to Sell Yourself at a Career Fair. We also heard from two members who are starting new jobs and others going on interviews.

The Networking Club meets twice per month. Our next meeting is on January 21, and the guest speaker will be an HR Representative from Mitre Corporation, Bedford, MA. Other possible upcoming speakers will be from Merrimack Valley Chamber of Commerce and Monster.com.

If you'd like to attend, please call ahead and register at (978) 469-7802.

Job Fair – January 27th

The Lucent Career Center in conjunction with ValleyWorks will be holding a Job Fair on Tuesday January 27th from 9:00 A.M to 12:30 P.M. Please see the Lucent website at www.valleyworks.cc/lucent.htm for further details including; location, list of participating companies, and date change due to weather condi-

REMINDER


The Lucent Career is now open on Saturdays from 8:30 A.M. to 12:30 P.M.

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 Commonwealth Corporation 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.

WORKSHOP DESCRIPTIONS

January 2004 Lucent 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>If you need to reschedule or cancel a workshop, or in case of inclement weather, please call us at (978) 722-7000 and press #2 for the Lucent Career Center. Thank You.</p>	<p style="text-align: center;">Dec. 30th</p> <div style="border: 2px dashed black; padding: 5px; text-align: center;"> <p>* By appointment only ** At VWCC-Lawrence only (Directions available upon request) *** Maximum attendance is 6</p> </div>	<p style="text-align: center;">Dec. 31st</p>	<p style="text-align: center;">1.</p> <p style="text-align: center;">“2004”</p> <p style="text-align: center;">Center Closed</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">2.</p> <p style="text-align: center;">Salary Negotiations Workshop 9:30 am – 11:30 am</p>
<p>5. Testing 9:00 am – 10:00am</p> <p>Job Search Club** 9:30 am – 11:30 am</p> <p>Networking for Professionals** 1:00 pm – 3:00pm</p>	<p>6.</p> <p style="text-align: center;">Resume Writing Workshop 9:30 am – 12:00 pm</p>	<p>7.</p> <p style="text-align: center;">Lucent Career Center ORIENTATION 10:00 am – 11:30 pm</p> <p style="text-align: center;">Lucent Career Center NETWORKING CLUB 1:00 am – 3:30 pm</p>	<p>8.</p> <p style="text-align: center;">Interviewing Techniques Workshop 9:30 am – 12:00 pm</p> <p style="text-align: center;">Individual Resume Critique* 1:00 pm – 3:30 pm</p>	<p>9.</p> <p style="text-align: center;">ALL NEW! Why, What and How of Networking 9:30 am – 12:00 pm</p>
<p>12. Testing 9:00 am – 10:00 am</p> <p>Job Search Club** 9:30 am – 11:30 am</p> <p>Networking for Professionals** 1:00 pm – 3:00 pm</p>	<p>13.</p> <p style="text-align: center;">Cover Letters Workshop 1:00 pm – 3:00 pm</p>	<p>14.</p> <p style="text-align: center;">EXPERIENCED WORKERS: Advantages and Opportunities 9:30 am – 11:30 am</p>	<p>15.</p> <p style="text-align: center;">Resume Writing Workshop 1:00 pm – 3:30 pm</p>	<p>16.</p> <p style="text-align: center;">Individual Resume Critique* 9:00 am – 11:00 am</p> <p style="text-align: center;">Self-Directed Search 1:00 am – 3:00 pm</p>
<p>19. Dr. Martin Luther King, Jr. Day</p> <p style="text-align: center;">CENTER CLOSED</p>	<p>20.</p> <p style="text-align: center;">Resumes That Win Interviews 1:00 pm – 3:00pm</p>	<p>21.</p> <p style="text-align: center;">Lucent Career Center ORIENTATION 10:00 am – 11:30 am</p> <p style="text-align: center;">Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30pm</p>	<p>22.</p> <p style="text-align: center;">Cover Letters Workshop 9:30 am – 11:30am</p>	<p>23.</p> <p style="text-align: center;">Interviewing Techniques Workshop 1:00 pm – 3:30pm</p>
<p>26. Testing 9:00 pm – 10:00 am</p> <p>Job Search Club** 9:30 am – 11:30 am</p> <p>Networking for Professionals** 1:00 pm – 3:00 pm</p>	<p>27.</p> <p style="text-align: center;">LUCENT CENTER JOB FAIR (Haverhill Only)</p> <p style="text-align: center;">NEW! Why, What and How of Networking 1:00 pm – 3:00 pm</p>	<p>28.</p> <p style="text-align: center;">Resume Writing Workshop 9:30 am – 12:00 pm</p> <p style="text-align: center;">Individual Resume Critique 1:00 – 3:30 pm</p>	<p>29.</p> <p style="text-align: center;">Winning the Interview Game *** 9:30 am – 11:30 am</p>	<p>30.</p> <p style="text-align: center;">Individual Resume Critique* 9:30 am – 11:30 am</p>

***All Lucent workshops are free.** The value associated with each workshop indicates the cost of these services by outside organizations and professional placement agencies.

Resume Writing (*Valued at \$150)

Write a resume that stands out from the crowd. Whether you have a resume or have never written one before, you'll learn how to create a resume that makes you the candidate employers want to interview. Learn tips and techniques to writing a resume that passes the "10 to 30 second" screening.

Cover Letters (*Valued at \$150)

Yes, you do need one. Learn what employers will be looking for in a cover letter to make them want to read your resume. Create a great cover letter so your resume gets read.

Interviewing Techniques (*Valued at \$150)

Learn how to prepare for an interview to build your confidence and success. Includes self assessment tools to identify your strongest skills and qualities. Prepare to communicate these in an interview. You'll be able to answer the 10 trickiest interview questions and sell yourself as the candidate the employer wants to hire.

Winning the Interview Game (*Valued at \$100)

Enjoy practicing your interviewing skills by participating in the Interview Game. Build confidence as you play and prepare yourself to answer some of the most common interview questions. **Limit 6 players.**
Prerequisite: *Interviewing Techniques Workshop*

Salary Negotiations (*Valued at \$100)

Don't sell yourself short. Negotiate with confidence by learning how to prepare for negotiations and knowing the steps that can lead to your successful negotiation

The Why, What and How of Networking (*Valued at \$100)

Learn the fundamentals of the #1 method of finding job leads, networking. Find out what networking is, discover who is in your network and start preparing the 3 essential tools for networking. This workshop will get you started in using networking to find jobs before they are advertised.

Experienced Workers: Advantages and Opportunities (*Valued at \$150)

Unlock advantages and opportunities. 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.

Resumes that Win Interviews

If you have been sending out resumes and not getting responses, this is the workshop for you. Transform a good resume from one that informs to a great resume that sells you to a potential employer. The workshop will emphasize customizing a resume for each job, how to identify and include transferable skills and how to highlight recent training for career changers. **Prerequisite:** *Bring a completed resume to workshop.*

ALL NEW! Networking Club (*Valued at \$50)

If you don't know about the power of networking, you'll miss out on the vast majority of job leads. The Wall Street Journal reported that 94% of successful job seekers claimed that networking had made all the difference for them. At the Network Club you'll learn and apply tips for networking while getting and giving support of other job seekers. The weekly networking club will help you stay focused, positive and motivated.

Self Directed Job Search (*Valued at \$100)

A self administered, self scored & self interpreted assessment tool used in career exploration. The target population for this workshop is customers who are interested in confirming their career direction. You will be given a list of occupations that reflect your career interests and abilities.