

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA
01830

CENTER HOURS

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

UPDATE

The Job Fair slated for March 9 has been postponed.

Keep an eye on our Web site, www.ValleyWorks.cc/lucent.htm, or call us at (978) 722-7000 for more information on its rescheduling.

Our new Saturday morning *Resume Writing Workshops* are already proving very popular. Don't get shut out, call us today to reserve your space!

April 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>* By appointment only ** At VWCC-Lawrence only (Directions available upon request) *** Maximum attendance is 6</p>		<p>*****ANNOUNCEMENT***** <i>Resume Writing Workshop</i> is being held on Saturday, April 17, 2004 9:30 am - 12:00 noon</p>	<p>1. Salary Negotiations Workshop 9:30 am - 11:30 am Individual Resume Critique* 9:00 am - 11:30 am</p>	<p>2. Why, What and How of Networking 9:30 am - 12:00 noon</p>
<p>5. 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</p>	<p>6. Interviewing Techniques Workshop 9:30 am - 12:00 noon</p>	<p>7. Lucent Career Center NETWORKING CLUB 1:00 pm - 3:30 pm</p>	<p>8. Cover Letters Workshop 9:30 am - 11:30 am</p>	<p>9. Individual Resume Critique* 9:30 am - 11:30 am</p>
<p>12. 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</p>	<p>13. Individual Resume Critique* 9:00 am - 11:30 am</p>	<p>14. Interviewing Techniques Workshop 1:00 pm - 3:30 pm</p>	<p>15. Resume Writing Workshop 9:30 am - 12 noon</p>	<p>16. Cover Letters Workshop 1:30 pm - 3:30 pm</p>
<p>19. PATRIOT'S DAY CENTER CLOSED</p>	<p>20. Resume Writing Workshop 9:30 am - 12 noon</p>	<p>21. Lucent Career Center NETWORKING CLUB 1:00 pm - 3:30 pm</p>	<p>22. Winning the Interview Game*** 9:30 am - 12 noon Individual Resume Critique* 1:30 pm - 3:30 pm</p>	<p>23. Cover Letters Workshop 9:30 pm - 11:30 am</p>
<p>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</p>	<p>27. Why, What and How of Networking 9:30 am - 12:00 noon</p>	<p>28. Individual Resume Critique* 9:00 am - 11:30 am Resume Writing Workshop 1:00 am - 3:30 pm</p>	<p>29. Interviewing Techniques Workshop 9:30 am - 12:00 noon</p>	<p>30. Experienced Workers: ADVANTAGES AND OPPORTUNITIES 9:30 am - 11:30 am</p>

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LUCENT CAREER CENTER SELECTED FOR STUDY

The Lucent Career Center is one of nine National Emergency Grants (NEG) across the country selected by the U.S. Department of Labor (DOL) to participate in a data collection study. The regional office of the DOL in Boston recommended that the Lucent Center be used as part of the study due to the Center's capability and efficiency in collecting data and results of program participation by former Lucent workers. Presently, the center has enrolled close to 1,100 former Lucent workers.

Mr. Andrew Wiegand, a social scientist from Social Policy Research Associates of Oakland, CA, recently spent two full days at the Lucent Center looking over reports and talking to Lucent Center staff and customers about the kinds and levels of services offered here. Mr. Wiegand will continue to collect similar data from the other selected NEG sites and create a final report for the DOL. This report will be used to assist the DOL and other NEG recipients in establishing more effective data collection and data measurement standards for current and future NEG grants across

NETWORKING CLUB UPDATE

Attendees of the Lucent Career Center Networking Club on February 18 enjoyed a very informative presentation by guest speaker, Joe Bevilacqua, President/CEO of the Merrimack Valley Chamber of Commerce. Joe encouraged the audience to use the Chamber of Commerce and its many associated resources to explore career, job and entrepreneurial opportunities. He recommended keeping an open mind and not ruling out trying something new.



Though large corporations have drastically downsized in this difficult economy, small and mid-size businesses are growing in this area. Thanks to Joe, we now have a copy of the Chamber's Business to Business Directory at the Lucent Career Center. The directory lists their 1,100 member businesses with descriptions and contact information; this information is also available online at the Chamber's web site, www.merrimackvalleychamber.com. He encouraged people to contact businesses that interest them. For those interested in creating new businesses, he recommended seeking the free guidance available from the SCORE, the Small Business Administration (SBA) and the Small Business Development Center (SBDC).



Joe emphasized that knowing where the jobs are, and where future jobs will be, can result in successfully finding job leads. He reported that some industries showing signs of growth in the greater Merrimack Valley include healthcare, construction, food service, finance, education, medical equipment, non-profits and hospitality. He suggested visiting local Economic Planning and Development Departments to learn about ongoing business growth and development; stopping at new construction sites; reading help wanted and real estate ads; and going on company visits.

Joe's advice and encouragement made it clear that both he and the Merrimack Valley Chamber of

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.

March 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
1. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 am – 3:00 pm	2. Winning the Interview Game *** 10:00 am – 12 noon	3. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	4. Individual Resume Critique* 9:00 am – 11:30 am	5. Lucent Career Center ORIENTATION 10:00 am – 11:30 am
8. 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	9. Lucent Career Center ORIENTATION 9:30 am – 11:30 am	10. Cover Letters Workshop 1:00 pm – 3:00 pm	11. Interviewing Techniques Workshop 9:30 am – 12:00 pm	12. Why, What and How of Networking 9:30 am – 11:30 am
15. 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	16. Salary Negotiations Workshop 9:30 am – 11:30 am	17. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	18. Experienced Workers: Advantages And Opportunities 9:30 am – 11:30 am Individual Resume Critique* 1:30 pm – 3:30 pm	19. Resume Writing Workshop 9:30 am – 12:00 pm
22. Testing 9:00 am – 10:00 am Job Search Club** 9:30 am – 11:30 am Networking for Professionals** 1:00 – 3:00 pm	23. “Resumes That Win Interviews” Workshop 9:30 am – 11:30 am	24. Individual Resume Critique* 1:00 pm – 3:30 pm	25. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	26. Cover Letters Workshop 9:30 am – 11:30 am
29. 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	30. Individual Resume Critique* 9:00 am – 11:30 am	31. Individual Resume Critique* 9:00 am – 11:00 am Resume Writing Workshop 1:00 pm – 3:30 pm	***ANNOUNCEMENT*** There will be a <u>Resume Writing Workshop</u> on Saturday, March 13, 2004, from 9:30 am – 12:00 noon. Please call us at (978) 722-7000 (Option #2) for details!	

* By appointment only
 ** At VWCC-Lawrence only (Directions available upon request)
 *** Maximum attendance is 6

RAFFLE WINNERS!

Congratulations to Mr. Joseph Vellardita of Lawrence, MA, and Mr. Jeff Page of E. Kingston, New Hampshire, who each won a \$50 gift certificate to Demoulas.

Joseph and Jeff entered their names in our drawing at the Job Fair on January 27.

WORKSHOP DESCRIPTIONS

NOTE: All Lucent workshops are free.

Resume Writing

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

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

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

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

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

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

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.*

Networking Club

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 Networking 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

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