

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

www.Valleyworks.cc/lucent.htm

FIRST CLASS
PRESORTED
US POSTAGE PAID
PERMIT NO. 343
LAWRENCE MA

LATEST VALLEYWORKS NEWS: Extended Hours Resume

We have resumed keeping our ValleyWorks Career Center offices open for extended hours:
*ValleyWorks - Lawrence will now be open Thursdays until 7:00 pm, and
ValleyWorks - Haverhill will now be open Tuesdays until 7:00 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.*

Lucent Career Center

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Invite You To: A "Salute to Veterans" Job Fair

Tuesday, November 9, 2004

at ValleyWorks Career Center - Haverhill
from 9:00 AM – 1:00 PM.

(The first hour of the job fair will be open exclusively to Veteran job seekers.)

At 10:00 AM, the doors will open to all other job seekers.)

Recruiting companies include:

Raytheon
Zoll Medical Co.
MPI Technologies
Decathlon Sports
ESMI, Inc.
and more!

How to Make the Most of the Job Fair:

- Dress and act professionally
- Bring plenty of resumes and present your background clearly
- Be prepared to discuss your skills confidently
- Thank company representatives for their time
- Please take care of child care needs prior to the day of the job fair

For more information, please contact:

William Gonzalez at (978) 722-7084 or Wegonzalez@detma.org,
or go to www.ValleyWorks.cc/events

November, 2004 Edition

ValleyWorks Showcases Adaptive Equipment for Customers with Disabilities

On Friday, October 1, a host of city and state officials, including Lawrence Mayor Michael J. Sullivan and Massachusetts Rehabilitation Commissioner Elmer Bartels, gathered at the ValleyWorks Career Center in Lawrence to celebrate "Disabilities Awareness Month" and debut a host of technologies designed to aid customers with disabilities.



The adaptive equipment, valued at approximately \$12,000, was installed at the Lawrence and Haverhill career centers — and accessible by customers of the Lucent Career Center — includes an adjustable workstation that can be raised and lowered with the touch of a button to accommodate wheelchairs. Other available equipment includes a document scanner that converts text to a readable format for people with vision problems; "Jaws for Windows" screen-reading software; computer screen magnification technology; large-key keyboards and oversized track-ball computer mice; and a dedicated TTY telephone line, and an FM wireless adaptive listening system that will facilitate the participation of hard-of-hearing individuals in career center workshops and seminars. The most impressive piece, however, is a Braille printer, which converts text to Braille.

Officially unveiling the new Adaptive Technologies at ValleyWorks-Lawrence are: (l-r) Merrimack Valley Workforce Investment Board Executive Director, Shaw Rosen; Merrimack Valley Chamber of Commerce President, Joe Bevilacqua; Commissioner, Massachusetts Division of Career Services, Susan V. Lawler; Massachusetts Rehabilitation Commissioner Elmer Bartels (center front); ValleyWorks Career Center Director, Kevin Parham (center rear); City of Lawrence, Mayor Michael J. Sullivan; and Department of Training and Development Executive Director, Arthur Chillingirian.

Lucent Career Center customers have access to all equipment at the ValleyWorks Career Center.

NEW WORKSHOP: Puzzle Masters Needed!

Are you puzzled by today's changing competitive landscape? Do you really understand what it takes to stay on top of the new methods, procedures and ideas emerging in the workplace? Do you know the MUST formula for success?

If you have a passion to solve problems and make yourself fit in, even if a situation doesn't look like a match, the Lucent Center wants to talk to you. More specifically, we have a workshop for you:
"Piecing the Puzzle Together – a Five Step Process to Enhance Your Career Development"

Learn about the missing puzzle pieces available to you, including:

- Assessment of your Professional Likes/Dislikes
- Researching Your New Career/Transferable Skills
- The "MUST" Formula for Success
- Networking and Gaining Experience




We're holding this workshop twice, on November 10 and 24, but space is limited for this workshop, so RSVP today. Call Joyce Lanier at (978) 469-7805 to reserve your space!

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.

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November 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 Individual Resume Critique 1:00 pm – 3:00 pm	2. Resume Writing Workshop 9:30 am – 12:00 noon	3. Cover Letters Workshop 9:30 am – 11:30 am	4. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	5. Individual Resume Critique 9:30 am – 11:00 am
8. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:00 pm	9. SALUTE TO VETERANS JOB FAIR  9 am -10 am: VETERANS ONLY 10 am-1 pm: General Public	10. "Piecing the Puzzle Together" 1:30 pm – 4:00 pm	11. VETERANS DAY OFFICE CLOSED 	12. Winning the Interview Game*** 9:30 am – 12:00 noon
15. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:30 pm	16. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	17. Making Maturity Work for You 1:00 pm – 3:30 pm	18. Labor Market Information 1:30 pm – 4:00 pm	19. Resume Writing Workshop 9:30 am – 12:00 noon
22. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:30 pm	23. "Piecing the Puzzle Together" 1:30 pm – 4:00 pm	24. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	25. THANKSGIVING DAY CENTER CLOSED 	26.
29. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:30 pm	30. Resume Writing Workshop 9:30 am – 12:00 noon		<div style="border: 1px dashed black; padding: 5px;"> <p>* By appointment only ** At VWCC-Lawrence only (Directions available upon request) *** Maximum attendance is 6</p> </div>	

Upcoming Events

- November 9, 2004 – Veteran's Job Fair @ VWCC - Haverhill
- December 2, 2004 – Tour of the Valley @ VWCC - Lawrence

For more information, please refer to our website at www.ValleyWorks.cc/events.htm or call us at (978) 722-7000 for the latest updates.

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. **Prerequisite:** *Bring a job ad to workshop.*

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.*

Labor Market Information

You will leave this workshop with a basic understanding of how to research Labor Market Information as it pertains to your career. You will also learn the critical and emerging industries which can lead to new job opportunities.

Making Maturity Work for You

Identify age barriers to job searching. You will also learn how to make age an advantage, develop your interview strategies and eliminate age barriers from your job search.

Piecing the Puzzle Together

If your job has gone overseas or if you wish it would do so, this workshop may be the one for you. If you are considering a career change, this 5 step process will enhance your career development to assure you a more successful transition.

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 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

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.

Individual Resume Critique* (by appt. only)

Polish your resume with an individual resume critique. This half hour individualized sessions in an opportunity for a one-on-one final edit and proof reading of your resume.