

October 2008 - WORKSHOP/SEMINAR SCHEDULE

34 School Street, Brockton, MA 02301
www.careerworks.org
(508) 513-3400

Workshops start promptly. Latecomers will be asked to reschedule.

<u>Workshop Title</u>	<u>Day/Times</u>
Assessment	Thurs., 16 & 30, 10:00
Signature Healthcare-Brockton Hospital Better Beginnings (pregnancy, insurance, support)	Wed., 10:00-Noon
Brockton Neighborhood Health Center MassHealth Insurance Assistance	Mon. & Wed., 2:00 - 4:00
Budget & Credit Workshop	Thurs., 16, 11:00
Career Center Seminar	Mon., 10:00, Tues., 2:00, Wed., 10:00, Thurs., 4:30
Career Exploration	Thurs. 9, 10:00
Dynamic Resumes	Tues., 7, 10:00
How to Apply for a Job Online	Wed., 15, 1:00
How to Use the Internet for Job Searching	Mon., 6, 2:00 & Fri., 24, 1:00
Interviewing for Success	Tues., 14, 10:00
Introduction to Computers	Mon., 27, & Thurs., 16, 2:00 & Thurs., 2, 10:00
Massasoit CC Info. Session	Mon., 20, 9:30
Mass Rehab Commission	Tues., 10:00 - Noon
Salary Negotiations	Tues., 21, 10:00
Self Help	Mon., 10:00 - Noon
SSI/SSDI Information Session	Thurs., 2, 1:00
Starting a Small Business	Wed., 15, 2:00
WIA	Thurs., 9 & 23 & Fri., 17, 10:00

To register for a workshop, stop by the front desk or call (508) 513-3400. You must sign up in advance.

October 2008

**CareerWork's will be closed on
Monday, October 13 in observance
of Columbus Day.**

S	M	T	W	Th	F	S
			1	2	3	4
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26	27	28	29	30	31	

WORKSHOP/SEMINAR DETAILS

*The workshop schedule varies each month; not all the workshops listed below are offered every month.
Check monthly calendar for current workshop schedule.*

Assessment: This workshop is mandatory for individuals who are planning to attend training or would like to evaluate their skills & abilities. This is a testing workshop.

Budget & Credit Workshop: American Consumer Credit Counseling (ACCC) will discuss what a budget is, how to select a budget system, creating a budget and setting goals within your budget. Also understanding credit, the function of credit and how credit works.

Career Center Seminar: *Mandatory for all individuals.* You will get an overview of the resources & services available to you along with a tour of the Center. You will also receive a membership card, which will allow you to participate in activities and utilize the resources available at the Center.

Career Exploration: What are you most suited to do for a living? Whether you intend to continue in the work that you are in or you have no idea what you want to do next, knowing what you value in your work, what your interests are and the skills you have developed will help you in your career decision-making process. This workshop is designed to help you identify occupations that match your interests. Using a career assessment tool, you will identify and examine your skills, abilities, interests and values, which will help determine the right career for you.

Dynamic Resumes & Cover Letters: We will cover the fundamentals of resume writing, including resume components and guidelines. Learn how to write cover letters and thank you letters.

Homeowner Budgeting program: In ACCC's successful homeownership workshop, consumers will learn more about managing money and credit; affording their mortgage; saving at home; understanding predatory lending; and avoiding foreclosure. Participants will reduce their stress and reach financial goals through making better financial decisions and managing credit as homeowners. Tips are offered for energy conservation today and tomorrow, saving on homeowner's insurance, reducing home maintenance costs, managing property taxes, and other ways to save at home. Different types of loan options will be discussed, along with tips on how to afford a mortgage and avoid predatory mortgages.

How to Apply for a Job Online: In this workshop you will learn how to respond to a request to submit your resume electronically, including copying, pasting and attaching. You will also learn how to set up a free e-mail account, if you don't already have one. *Prerequisite:* How to use the Internet for Job Searching Workshop; also bring a current resume on a disk.

How to Use the Internet for Job Searching: In this workshop you will learn how to maneuver through the Internet to conduct an effective job search using popular search engines. *Prerequisite:* Introduction to Computers or demonstrated ability to use a mouse.

Identity Theft: Identity theft happens when someone obtains your personal identifying information for fraudulent purposes. Last year over 10 million victims of identity theft lost more than \$5 billion. Don't let this happen to you. Reduce your risk today by learning more about: how identity theft occurs, how to minimize your risk, ways to prevent identity theft and what you must do if you are a victim of identity theft.

Interviewing for Success: This workshop includes practical pointers on reducing nervousness so you can put your best foot forward. Discussion includes what to do before, during and after the interview.

Introduction to Computers: Does using a computer intimidate you or cause you to panic? Would you like to feel more comfortable using a computer and find out how easy it is to use? Learn the computer basics you need to compete in today's computer-driven workplace. This workshop is designed for those with little or no computer knowledge. You will learn the basic components of a computer, how to effectively use a mouse, navigate in Windows and work with desktop icons. You will also receive an introduction on how to use Microsoft Word.

Massasoit Community College Information Session: An admissions counselor will inform potential students on a variety of topics, including the admissions process, career exploration, recruitment activities and general financial aid information.

SSI/SSDI Info Session: Learn about the impact of employment on SSI, SSDI, MassHealth, Medicare, and CommonHealth benefits. The workshop also addresses work incentives that can help individuals with disabilities when they go to work. Find out how to receive a personalized Benefit Plan.

Successful Salary Negotiations: This workshop focuses on how to handle salary issues during the interview process. It covers how to negotiate a salary based on “Market Value” and negotiating techniques.

Starting a Small Business: This seminar will help participants understand what it takes to start their own business. Offered by the U.S. Small Business Administration.

Understanding Credit Reports: American Consumer Credit Council provides an understanding of credit reports and managing credit. This course, taught by a certified credit counselor, reviews the different sections of the credit report to help participants’ understand their individual reports. During the workshop, suggestions are offered for managing typical credit issues, such as mistakes on credit reports. In addition, the certified credit counselor answers participants questions regarding their credit reports and credit issues and guides participants in managing past due accounts.

WIA Seminar: This workshop is mandatory for those who are interested in training. Training eligibility and section 30 are discussed in detail. Also members are given JCRS & WRAT3.

Prerequisite: Must have attended Career Center Seminar.

Resource Room

Better Beginnings: A representative from Signature Healthcare-Brockton Hospital’s Better Beginnings program will be at CareerWorks Wednesdays 10:00 am – noon to provide information on the program, which covers pregnancy, insurance, support, MassHealth and available health care services.

Brockton Neighborhood Health Center: A representative from Brockton Neighborhood Health Center will be at CareerWorks Mondays and Wednesdays 2:00 – 4:00 pm to help people apply for MassHealth Insurance.

WinWay Resume: Software to help create your resume. WinWay Resume is a “point and click” software program with thousands of options for creating your resume. Note: You should first attend the Dynamic Resume workshop or have a draft of your resume before using this software. Bring a disk to save your document. If you do not have one, you can get one for free in the Resource Room.

Letter Chase-Typing Tutor: Learn to type/use the computer keyboard. Letter Chase is a self-paced tutorial program for those who need to learn basic keyboarding skills or for those who want to increase their typing speed and accuracy.

Mass Rehab Commission: Agency representative on site to provide information on services offered by the agency, Tuesdays 10:00 am – noon.

Support for Individuals with Disabilities: Auxiliary aids or services are available upon request to individuals with disabilities. The Resource Room houses adaptive equipment for customers. Speak with a Resource Room specialist for assistance.

Self Help: A representative will be at CareerWorks Mondays 10:00 am - noon to provide assistance with applying for Fuel Assistance, Food Stamps and Housing.

October 2008 Workshop/Seminar Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Career Center Seminar 10 am Better Beginnings 10 am – Noon Brockton Neighborhood HC 2 pm – 4 pm	2 Introduction to Computers 10 am SSI/SSDI Info Session 1 pm Career Center Seminar 4:30 pm	3
6 Career Center Seminar 10 am Self Help 10 am – Noon How to use Internet for Job Searching 2 pm Brockton Neighborhood HC 2 pm – 4 pm	7 Mass Rehab 10 am – Noon Dynamic Resumes 10 am Career Center Seminar 2 pm	8 Career Center Seminar 10 am Better Beginnings 10 am – Noon Brockton Neighborhood HC 2 pm – 4 pm	9 WIA 10 am Career Exploration 10 am Career Center Seminar 4:30 pm	10
13 CareerWorks Closed Columbus Day	14 Mass Rehab 10 am – Noon Career Center Seminar 10 am Interviewing for Success 10 am Career Center Seminar 2 pm	15 Career Center Seminar 10 am Better Beginnings 10 am – Noon How to Apply for a Job Online 1 pm Starting a Small Business 2 pm Brockton Neighborhood HC 2 pm – 4 pm	16 Assessment 10 am Budget & Credit Workshop 11am Introduction to Computers 2 pm Career Center Seminar 4:30 pm	17 WIA 10 am
20 Self Help 10 am – Noon Massasoit CC Info Session 9:30 am Career Center Seminar 10 am Brockton Neighborhood HC 2 pm – 4 pm	21 Mass Rehab 10 am – Noon Salary Negotiations 10 am Career Center Seminar 2 pm	22 Career Center Seminar 10 am Better Beginnings 10 am – Noon Brockton Neighborhood HC 2 pm – 4 pm	23 WIA 10 am Career Center Seminar 4:30 pm	24 How to use Internet for Job Searching 1 pm
27 Self Help 10 am – Noon Career Center Seminar 10 am Introduction to Computers 2 pm Brockton Neighborhood HC 2 pm – 4 pm	28 Mass Rehab 10 am – Noon Career Center Seminar 2 pm	29 Career Center Seminar 10 am Better Beginnings 10 am – Noon Brockton Neighborhood HC 2 pm – 4 pm	30 Assessment 10 am Career Center Seminar 4:30 pm	31