

October 2011

The Work Place is a Massachusetts One-Stop Career Center offering a wide range of services to both job seekers and employers.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Drop In Hours: Ask the Career Counselor 2:30 – 4:30 Welcome Session: New Members 5:30 - 6:30	4 Drop In Hours: Ask the Career Counselor 10:00 – 11:30 Information Session: Skills Training 2:00 - 4:00	5 Drop In Hours: Ask the Career Counselor 9:30 – 11:30 Assisted Job Search: Come do your job search with the help of staff! 2:00 – 4:00 Welcome Session: New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00	6 Networking: Job Seekers' Networking Group 11:00 -12:30	7 Welcome Session: New Members 12:00 - 1:00 Drop In Hour: CORI 1:00 - 2:00 Computer Workshop: What is a Mouse? 2:30 - 4:00
10 THE WORK PLACE WILL BE CLOSED TODAY FOR THE HOLIDAY	11 Drop In Hours: Ask the Career Counselor 10:00 – 11:30 Workshop: Preparing Yourself for an Effective Job Search 1:30-3:30 Information Session: Skills Training 2:00 - 4:00	12 Drop In Hours: Ask the Career Counselor 9:30 – 11:30 Recruitment Session: Clearwire is hiring National Retail Account Executives! Must Register in advance—See flyer for details. 10:00 AM Sharp! Workshop: Interviewing Skills 1:30 – 4:00 Assisted Job Search: Come do your job search with the help of staff! 2:00 – 4:00 Welcome Session: New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00	13 Networking: Job Seekers' Networking Group 11:00 -12:30 Drop In Hour: Resume Critique 1:30 – 2:30	14 Workshop: Creating a Targeted Resume from Your Work History 10:30 - 1:00 Welcome Session: New Members 12:00 - 1:00 Drop In Hour: CORI 1:00 - 2:00 Workshop: Outside the Box: Ideas for Your Career Transition 1:30-4:00 Computer Workshop: Internet Basic 2:30 - 4:00
17 Workshop: Cover & Job Search Letters: 10:30 – 1:00 Drop In Hours: Ask the Career Counselor 2:30 –4:30 Welcome Session: New Members 5:30 - 6:30	18 Drop In Hours: Ask the Career Counselor 10:00 – 11:30 Workshop: Age Bias and the Job Search 1:15 – 4:00 Information Session: Skills Training 2:00 - 4:00	19 Drop In Hours: Ask the Career Counselor 9:30 – 11:30 Workshop: Identifying Your Skills Using the SkillScan® Card Sort 1:15 – 4:00 Assisted Job Search: Come do your job search with the help of staff! 2:00 – 4:00 Welcome Session: New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00	20 Networking: Job Seekers' Networking Group 11:00 -12:30 Drop In Hour: Resume Critique 1:30 – 2:30 Workshop: Federal Employment Applications 1:30 - 3:30	21 THE WORK PLACE WILL BE CLOSED TODAY FOR STAFF DEVELOPMENT
24 Workshop: Creating a Targeted Resume from Your Work History 10:30 - 1:00 Drop In Hours: Ask the Career Counselor 2:30 – 4:30 Welcome Session: New Members 5:30 - 6:30	25 Drop In Hours: Ask the Career Counselor 10:00 – 11:30 Workshop: Online Applications Made Easy 10:00-11:30 Workshop: Interviewing Skills 1:30 – 4:00 Information Session: Skills Training 2:00 - 4:00	26 Drop In Hours: Ask the Career Counselor 9:30 – 11:30 Assisted Job Search: Come do your job search with the help of staff! 2:00 – 4:00 Welcome Session: New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00	27 LAB: Federal Employment Applications 10:00-12:00 Networking: Job Seekers' Networking Group 11:00 -12:30 Drop In Hour: Resume Critique 1:30 – 2:30	28 Workshop: Cover & Job Search Letters: 10:30 – 1:00 Welcome Session: New Members 12:00 - 1:00 Drop In Hour: CORI 1:00 - 2:00 Practice Interviews: One - on – one 45 min. session: 1:30-3:30 Computer Workshop: Introduction to Word® 2:30 - 4:00

31 Workshop & LAB: Online Networking and LinkedIn 10:30 - 3:30 (break for lunch) Welcome Session: New Members 5:30 - 6:30	DATES ARE SUBJECT TO CHANGE. PLEASE CHECK OUR WEBSITE FOR UPDATES: www.theworkplace.org MEMBERSHIP AND PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS. To obtain a membership attend a free WELCOME SESSION. Information is available at the front desk. Please refer to our brochures and monthly flyers for information about recruitments, information sessions, job fairs and other events.
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**Our building is being renovated during SEPTEMBER & OCTOBER.
Please check the calendar regularly for any schedule changes.
Thank you in advance for your patience.**

October WORKSHOPS and EVENTS AT A GLANCE

NEW MEMBERS:

Welcome Session: Introduction to The Work Place. **THIS WORKSHOP IS MANDATORY FOR MEMBERSHIP.** Get information about The Work Place's services, policies and programs.

Young Adult Welcome Session: Learn how to utilize young adult services (ages 16-24) at The Work Place and within your community. Get information about The Work Place's services, policies and programs.

WORKSHOPS, EVENTS & INFORMATION SESSIONS:

Assisted Job Search: Are you having difficulty with your job search? Sign-up for this weekly group service for hands-on assistance or help in addressing questions/issues related to your job search.

Age Bias and the Job Search: In our age-conscious culture, you need not be defined by cultural expectations assigned to age! We will look at factors relating to age that may impact your job search and consider a perspective geared toward reframing the question of age. Also have the chance to practice your interviewing skills with this new awareness!

Cover & Job Search Letters: How can good writing attract a potential employer? See examples of creative, well written cover letters, Thank you letters, Job inquiry letters, Informational Interview request letters and more!

Creating a Targeted Resume from Your Work History: Learn what employers are looking for when they read your resume and how to target your skills and experience to different jobs/careers. We'll give you tips on identifying your skills and unhitching them from previous positions and transferring them to match your current job goal.

Federal Employment Applications: Learn how to properly fill out online and paper applications on www.usajobs.gov for federal employment. **KNOWLEDGE OF COMPUTERS & INTERNET ARE NECESSARY LAB:** Spend some focused time to create your usajobs.gov account, update your profile, upload resume and job search. **MUST ATTENDED FEDERAL WORKSHOP & HAVE ELECTRONIC RESUME. LIMIT: 10 PERSONS ONLY**

Identifying Your Skills Using the SkillsScan Card Sort: What is a skill? Can you name and describe your skills confidently in a job interview? Can you identify your transferable skills? If these questions interest you, this is a workshop for you! From a deck of 64 cards you will select your preferred skill set and learn the format to identify your professional profile. **LIMIT: - 8 PERSONS ONLY**

Interviewing Skills: Explore interviewing strategies, commonly asked questions, tips on answering questions and how to deal with any unexpected pitfalls.

Job Seekers Networking Group: Network for information and ideas on improving your job search. This session is offered several times a month. Check the calendar for dates.

Online Networking and LinkedIn Workshop & LAB: Come learn about the culture of online networking and social media. We will discuss LinkedIn and how this online tool can assist you in your job search and development. After a lunch break we'll go to a computer lab where you will have time and support to develop your LinkedIn profile. **LIMIT: - 10 PERSONS ONLY**

Outside the Box: Ideas for Your Career Transition: Learn some creative approaches to reframe your approach to the job/career search process! In this workshop we will discuss effective and resourceful strategies for success.

Practice Interviews: Need practice talking about your skills and abilities? Sign up at the front desk to get a professional's feedback on your interviewing skills. Bring your resume and a job description for a 30 minute one-one-one practice interview!

Preparing Yourself for an Effective Job Search: In this three-part workshop we look at: 1) the process of getting focused and intentional in preparing yourself for an effective job search; 2) different perspectives and suggestions to help you organize and manage your time; 3) an overview of tools you'll need to communicate your value to an employer.

COMPUTER WORKSHOPS:

Internet Basics (YOU MUST HAVE BASIC PC AND KEYBOARDING SKILLS): New to the Internet? Learn how to use the Internet effectively for your job search. Check front of calendar for dates.

Introduction to Microsoft Word®: Let's start with the basics. Where are the shortcuts to center text? How do you make your font bold or change its style? Where are the commands to do bullets and numbering? Stuff like that.

Making your Resume Web-friendly: YOU ARE REQUIRED TO BRING A MS WORD RESUME ON DISK TO THIS WORKSHOP. Take this step-by-step workshop to learn how to make your Microsoft Word Resume web-friendly.

Online Applications Made Easy: Are you feeling confused and frustrated by the new online application process? Do you know what employers are looking for? This workshop will offer techniques and insight into the process, providing you with the knowledge you need to successfully complete online applications through instruction and by completing a sample application. **LIMIT: - 10 PERSONS ONLY**

What is a Mouse? Learn how to use a mouse, move around, and open/ save files: a first step in using a computer effectively. This workshop is presented twice a month. Check front of calendar for dates.

DROP IN HOURS Sign up half hour early for a first – come - first - serve slot

CORI Drop-in Hour: Services include understanding your CORI, obtaining a copy of your CORI and referrals to TWP workshops. This service is on a first-come-first-serve basis.

Drop-in and Ask the Career Counselor: Have questions about your job search? Take advantage of this "drop-in" time to ask a career counselor for answers about anything related to the job hunt. This service is on a first-come-first-serve basis.

Resume Critique: Have questions about your resume or cover letter? Bring your completed documents with you and a career counselor or professional volunteer will briefly review them with you one-on-one, offer suggestions for improvement and answer your questions on a first-come-first-serve basis.



The Work Place, 29 Winter Street, 4th floor, Boston, MA | (617) 737-0093 | www.theworkplace.org
Hours of operation: Monday 9 - 7, Tuesday, Wednesday & Friday 9 - 5, Thursday 10 - 5

Connecting Workers and Emplo

