

# September 2010

**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
<p align="center"><b>MEMBERSHIP AND PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS.</b></p> <p>To obtain a membership attend a free <b>WELCOME SESSION</b>. 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.</p>		<p><b>1</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Identifying Your Skills Using the SkillScan© Card Sort 1:15 – 4:00</p> <p><b>Welcome Session:</b> New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00</p>	<p><b>2</b> <b>Networking:</b> Job Seekers' Networking Group 11:00 -12:30</p> <p><b>Drop In:</b> Resume Critique—first-come-first-serve, Sign up by 1:30!</p>	<p><b>3</b></p> <p align="center"><b>THE WORK PLACE WILL BE CLOSED TODAY FOR STAFF DEVELOPMENT</b></p>
<p><b>6</b></p> <p align="center"><b>THE WORK PLACE WILL BE CLOSED TODAY FOR THE HOLIDAY</b></p>	<p><b>7</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Drop In :</b> Veterans 10:00 - 12:00 in the library</p> <p><b>Workshop:</b> Preparing Yourself for an Effective Job Search 1:30 – 3:30</p>	<p><b>8</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Creating a Targeted Resume from Your Work History 9:30 - 12:00</p> <p><b>Welcome Session:</b> New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00</p>	<p><b>9</b> <b>Networking:</b> Job Seekers' Networking Group 11:00 -12:30</p> <p><b>Drop In:</b> Resume Critique—first-come-first-serve, Sign up by 1:30!</p>	<p><b>10</b> <b>Welcome Session:</b> New Members 12:00 - 1:00</p> <p><b>Drop In Hour:</b> CORI 1:00 - 2:00</p> <p><b>Workshop:</b> Interviewing Skills 1:30 – 4:00</p> <p><b>Workshop:</b> Setting up a Free Email 2:30 - 4:00</p>
<p><b>13</b> <b>Drop In Hour:</b> CORI 10:00 - 11:00</p> <p><b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 10:30!</p> <p><b>Welcome Session:</b> New Members 5:30 - 6:30</p>	<p><b>14</b> <b>Note:</b> There will be no Drop-in Ask the Career Counselor hours today.</p> <p><b>Information Session:</b> Skills Training 2:00 - 4:00</p>	<p><b>15</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Outside the Box: Ideas for Your Career Transition 1:30 - 4:00</p> <p><b>Welcome Session:</b> New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00</p>	<p><b>16</b> <b>Networking:</b> Job Seekers' Networking Group 11:00 -12:30</p> <p><b>Drop In:</b> Resume Critique—first-come-first-serve, Sign up by 1:30!</p>	<p><b>17</b> <b>Workshop:</b> Federal Employment Applications 10:00 - 2:00 LIMIT - 35 PERSONS ONLY</p> <p><b>Welcome Session:</b> New Members 12:00 - 1:00</p> <p><b>Drop In Hour:</b> CORI 1:00 - 2:00</p> <p><b>Workshop:</b> Cover &amp; Job Search Letters 1:30 - 4:00</p> <p><b>Workshop:</b> Internet Basics 2:30 - 4:00</p>
<p><b>20</b> <b>Drop In Hour:</b> CORI 10:00 - 11:00</p> <p><b>Note:</b> There will be no Drop-in Ask the Career Counselor hours today</p> <p><b>Welcome Session:</b> New Members 5:30 - 6:30</p>	<p><b>21</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Online Applications Made Easy 10:00 - 11:30 LIMIT – 8 PERSONS ONLY</p> <p><b>Workshop:</b> Identifying Your Skills Using the SkillScan© Card Sort 1:15 – 4:00 LIMIT - 8 PERSONS ONLY</p> <p><b>Information Session:</b> Skills Training 2:00 - 4:00</p>	<p><b>22</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Interviewing Skills 9:30 - 12:00</p> <p><b>Welcome Session:</b> New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00</p> <p><b>Practice Interviews</b> Practice your interviewing Skills one-on-one! 2:00 -3:30</p>	<p><b>23</b> <b>Networking:</b> Job Seekers' Networking Group 11:00 -12:30</p> <p><b>Drop In:</b> Resume Critique—first-come-first-serve, Sign up by 1:30!</p>	<p><b>24</b> <b>Workshop:</b> Age Bias and the Job Search 9:15 – 12:00</p> <p><b>Welcome Session:</b> New Members 12:00 - 1:00</p> <p><b>Drop In Hour:</b> CORI 1:00 - 2:00</p> <p><b>Workshop:</b> Making Your Resume Web-Friendly 2:30 - 4:00</p>
<p><b>27</b> <b>Drop In Hour:</b> CORI 10:00 - 11:00</p> <p><b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 10:30!</p> <p><b>Workshop:</b> Creating a Targeted Resume from Your Work History 1:30 - 4:00</p> <p><b>Welcome Session:</b> New Members 5:30 - 6:30</p>	<p><b>28</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Workshop:</b> Cover &amp; Job Search Letters 1:30 - 4:00</p> <p><b>Information Session:</b> Skills Training 2:00 - 4:00</p> <p><b>Retail Job Fair at The Work Place</b> 10:00 – 1:00 See Flyer for list of Employers!</p>	<p><b>29</b> <b>Drop In:</b> Ask the Career Counselor—first-come-first-serve, Sign up by 9:30!</p> <p><b>Career Discussion Forum:</b> "The 30 Second Networking Pitch" 1:30 - 3:30</p> <p><b>Welcome Session:</b> New Members 3:00 - 4:00 Young Adults (16-24) 3:30 - 5:00</p>	<p><b>30</b> <b>Networking:</b> Job Seekers' Networking Group 11:00 -12:30</p> <p><b>Drop In:</b> Resume Critique—first-come-first-serve, Sign up by 1:30!</p>	<p align="center"><b>You can register for Workshops, events and the Welcome Session at the front desk or by calling (617) 737-0093 x3001</b></p>

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

Revised: 8/27/2010



Connecting Workers and Employers



## September 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:

**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](http://www.usajobs.gov) for federal employment. A 4 hour course that explores the application process. Basic knowledge with computers and the internet is necessary for this workshop.

**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.

**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.

**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.

**Skills Training Information Session:** Get information about state-funded hard skills training eligibility and offerings for qualified candidates; reading and math test included in session—see flyer for more information!

### 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.

**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.

**Setting up an E-mail Account:** Learn how to set up an e-mail account and how to attach your resume to apply for jobs that request you to apply by e-mail. BASIC KEYBOARDING SKILLS ARE REQUIRED.

### DROP IN HOURS

**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.

**Veterans Drop-in:** Services include assessment for veterans' services, how to obtain a copy of your DD-2114, referrals to TWP workshops and veterans services. This service is on a first-come-first-serve basis.