



## Workshop & Webinar Offerings at MHH



**For a current Calendar of workshop & webinar offerings, visit:**  
<https://masshireholyoke.org/events/> **or snap the QR Code above.**

**ChatGPT-Your Job Search Key:** Discover how ChatGPT can turbocharge your job search! Join our workshop, 'ChatGPT-Your Job Search Key' and learn expert strategies to optimize resumes, target job searches, ace interviews, and negotiate salaries. Regardless of where you are in the job search process, this workshop will revolutionize your approach to landing your dream job. Don't miss out — secure your spot now and accelerate your career with ChatGPT!

**ONET Secret Weapon for Your Job Search (Remote using Zoom):** Discover the vast wealth of labor market information found on O\*NET Online and explore ways to leverage this information to expand your career exploration and gain valuable insights into industry trends and job outlooks. Cure your writer's block in preparing resumes and cover letters by accessing professional language to describe your previous work experience. Prepare for job interviews by comparing your previously held occupations to your target occupations. Don't miss this opportunity to harness the full potential of what this secret weapon can do to ensure a successful job search process!

**The Curious Candidate-A Career Exploration Webinar (Remote using Zoom):** Are you considering a career change either to earn more money, for greater personal fulfillment, more flexibility or simply to try something new? It is all too easy to get "career pathway tunnel vision" and feel stuck in one particular occupation. This webinar will help participants assess their priorities, needs and interests in choosing a new career pathway, as well as identifying where they can apply their transferable skills and experience to new opportunities, and how they can pursue training opportunities to fill any skills gaps.

**Job Search Tips and Tools (Remote using Zoom):** This webinar will go over the tools and strategies to ensure an efficient and successful job search. Topics include career exploration, labor market investigation (LMI), where to find job openings, how to leverage your social media accounts, and how to develop the skills you need to land the job that is right for you. We will also discuss how MassHire Career Centers can support you along the way!

**Outsmart the Resume Robots (Remote using Zoom):** In this webinar you will learn what Applicant Tracking Systems (ATS) are and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume that will get you noticed through these systems and how to maximize your chances of getting a response from employers throughout the online job application process. We will also discuss how ATS benefit employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

**Interviewing Skills (Remote using Zoom):** During this interactive webinar you will know the steps to prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you to relate your skills and accomplishments in ways to show how you can help the employer. The concept of "Information Interviews" and salary negotiations will also be discussed.

**Networking to Your Next Job Webinar (Remote using Zoom):** Networking is an important and often unused job search tool to access the "hidden job market." This webinar provides suggestions for creating a successful networking plan, as well as providing a description of the "Information Interview" process.

**Age is an Asset (Remote using Zoom):** This webinar will discuss suggestions, advice, and information for older job seekers. It will discuss examples of what to include in a job search plan, including terminology, the assets older workers provide employers, resume and cover letter descriptions, as well as how to develop networking strategies and interview preparation.

**Slay Your Resume (in-person):** In this resume workshop you will find out what gets a resume noticed and placed at the top of the “Yes” pile. We will go over some best practices, as well as many common *Do’s* and *Don’ts* in order to make a positive impression on employers. This workshop is good for people who need to improve their existing resume, are in the beginning stages of creating one, or for those who are just not quite sure why they are not getting interviews.

### **Hands-On Computer Workshops to Level Up Your Digital Skills**

Boost your computer confidence with these interactive, in-person workshops! Learn essential digital skills for work, school, and everyday life. Each session includes a free 6-month Northstar Digital Literacy membership, so you can practice and earn industry-recognized certificates.

#### **Choose the Workshops That Fit Your Needs – No Prerequisites!**

- **Computer & Internet Basics** – Navigate Windows 11 Operating System, browse safely, complete online forms, and troubleshoot tech issues.
- **Gmail & Google Docs** – Set up a professional Gmail, improve email skills, and create polished documents.
- **Microsoft Office Essentials** – Learn and practice three of the most common workplace software programs: Microsoft Word, Excel, and PowerPoint, to enhance your transferable skill set for employment.
- **Job Search & Digital Identity** – Optimize job searches, craft strong resumes, and manage your online presence.

Gain real-world skills in a supportive, hands-on setting. Sign up today!

**Training Grant Opportunities (Remote using Zoom):** This webinar will discuss various training grant opportunities, funding and eligibility possibilities. Training opportunities are for Western Massachusetts residents only.

\*\*\*Note: Attending this webinar is a prerequisite first step in order to pursue grant funding through the *Workforce Innovation Opportunity Act (WIOA)* to pay for the cost of certain training programs.

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**You can register for these workshops using any method below. Please have your MassHire Job Seeker ID Number ready.**

1. Call us at (413) 532-4900 and speak to a receptionist
2. Sign into your MassHire JobQuest account and click on the “Workshop Section”
3. Go to the event section of our website at [www.masshireholyoke.org](http://www.masshireholyoke.org)

**If you are registering for a remote webinar on Zoom, a link will be emailed to you the day before or the day of the workshop.**

*MassHire Holyoke Career Center at 208 Race Street, Holyoke MA 01040 413-532-4900*