

Workshop & Webinar Offerings

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



ChatGPT-To Find a Job That's Right For Me (Remote Using Zoom): Discover how generative artificial intelligence tools such as ChatGPT can help you explore career possibilities and make more informed job-search decisions. In this interactive webinar, participants will learn how to write effective prompts, research occupations and employers, identify transferable skills, compare their experience with potential career paths, and evaluate how well a job opportunity fits their qualifications and goals. Participants will also explore practical strategies such as meta-prompting and learn how to provide the context needed to receive more useful, personalized results. No advanced technical knowledge is required—just curiosity and a willingness to explore how AI can support, organize, and strengthen your career-planning process.

ChatGPT-To Show Them What They Need to See (Remote Using Zoom): Learn how generative artificial intelligence tools such as ChatGPT can help you communicate your value more effectively throughout the job search process. In this interactive webinar, participants will explore practical strategies for tailoring resumes and cover letters, developing achievement-oriented statements, preparing for interviews, practicing responses, creating networking and informational interview messages, identifying skills gaps, and preparing for salary negotiations. Participants will also learn how to write stronger prompts and provide the personal context ChatGPT needs to produce accurate, relevant, and authentic results. No advanced technical knowledge is required, and participants do not need to attend Part 1 before attending this webinar

ONET: Your Secret Job Search Weapon (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!

Optimize Your Resume: Learn practical strategies to strengthen your resume and present your qualifications with confidence. Discover how to tailor your resume for specific job opportunities, highlight your most relevant skills and accomplishments, and make a stronger impression on employers. Whether you're about to create a new resume or update an existing one, you'll leave with tips to make your resume more effective and competitive. This workshop is in person at

MassHire Holyoke.

Winway to a New Resume: Ready to begin building a new resume? In this hands-on workshop, participants will use the WinWay Resume software to create the foundation of a professional resume by entering their work history, education, skills, and other key information. An instructor will guide you through each step of the process, answer questions, and provide support as you build a resume you can continue to refine and customize for future job opportunities. This workshop is in person at MassHire Holyoke.

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.

Hands-On Computer Workshops to Level Up Your Digital Skills

New to computers or looking to build your skills? Learn computer basics, email, internet navigation, Microsoft Office and more through **Northstar Digital Literacy** in supportive, hands-on classes for all skill levels.

Training Grant Opportunities: This webinar will discuss various training grant opportunities, funding and eligibility possibilities. Training opportunities are for Western Massachusetts residents only. This workshop is offered both in person at MassHire Holyoke and as a webinar.

*****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. 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.

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.masshireholyokey.org