






MARCH 2019 WORKSHOPS

| ORIENTATIONS | SUCCESSFUL JOB SEARCH | TRAINING & INFORMATION SESSIONS |
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| <p>March 4.....9:30 to 12:00 March 5.....1:00 to 3:30 March 7.....1:00 to 3:30 March 11.....9:30 to 12:00 March 12.....1:00 to 3:30 March 14.....1:00 to 3:30 March 18.....9:30 to 12:00 March 19.....1:00 to 3:30 March 21.....1:00 to 3:30 March 25.....9:30 to 12:00 March 28.....1:00 to 3:30</p> | <p>LEARN BASIC COMPUTER SKILLS & FILE MANAGEMENT March 28.....3:00 to 4:30</p> <p>ONLINE JOB SEARCH & APPLICATIONS March 25.....2:00 to 3:30</p> <p>CAREER EXPLORATION March 27.....9:00 to 12:00</p> <p>INTERVIEWING SKILLS March 11.....1:30 to 3:30 March 26.....9:30 to 11:30</p> | <p>TRAINING OPPORTUNITIES March 1.....10:00 to 11:30 March 8.....10:00 to 11:30 March 15.....10:00 to 11:30 March 22.....10:00 to 11:30 March 29.....10:00 to 11:30</p> <p>HURRICANE NEG INFORMATION SESSIONS Did you move to Massachusetts due to Hurricane Maria? If so, you may be eligible for a pending federal grant to receive occupational assistance etc.</p> <p>¿Llegaste de Puerto Rico debido al Huracán Maria? Entonces podrías ser potencialmente elegible para una beca federal y recibir asistencia ocupacional gratis.</p> <p>March 6.....1:30 to 3:30 March 13.....1:30 to 3:30 March 20.....1:30 to 3:30 March 27.....1:30 to 3:30</p> |
| <p>YOUTH ORIENTATIONS</p> | <p>TALLERES EN ESPAÑOL</p> | <p>HCC GRANT –FUNDED TRAINING PROGRAMS Find out more information about free training in gaming, culinary & hospitality, manufacturing and healthcare.</p> <p>March 7.....10:00-11:30 March 21.....10:00-11:30</p> |
| <p>March 5.....4:00 to 5:00 March 12.....4:00 to 5:00 March 19.....4:00 to 5:00 March 26.....4:00 to 5:00</p> | <p>ORIENTACIÓN EN ESPAÑOL marzo 6.....1:00 a 3:30 marzo 13.....9:30 a 12:00 marzo 20.....1:30 a 4:00 marzo 27.....9:30 a 12:00</p> <p>LA COMPUTADORA BASICA marzo 15.....10:00 a 12:00</p> | <p>Information Session on MA Nursing licensing process for nurses from Puerto Rico or countries outside the United States</p> <p>March 27.....2:00-4:00</p> |
| <p>RESUME WORKSHOPS</p> | <p>  </p> <p></p> | |
| <p>HOW TO WRITE A RESUME AND COVER LETTER March 8.....9:30 to 11:00 March 22.....1:00 to 2:30</p> <p>RESUME REVIEW (You must bring a typed resume) March 5.....5:00 to 6:30 March 15.....9:30 to 11:00 March 21.....1:00 to 2:30 March 29.....9:30 to 11:00</p> | | <p>To Sign Up for a Workshop, Either:</p> <ul style="list-style-type: none"> • Fill out a Workshop Signup Form in the our Reception Area • Call us at (413) 532-4900 & press 6 for the workshop request line <p></p> |
| <p>MS OFFICE SKILLS</p> | | |
| <p>INTRO TO WORD: 2 PARTS PART 1 March 14.....2:30 to 4:30 PART 2 March 15.....2:30 to 4:30</p> <p>INTRO TO EXCEL: 2 PARTS PART 1 March 28.....1:00 to 4:00 PART 2 March 29.....1:00 to 4:00</p> <p>EXCEL REFRESHER March 13.....10:00 to 12:30</p> <p>WORD REFESHER March 20.....1:00 to 4:00</p> | | |

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