



Workshop Offerings at MHH



**For a current Calendar of workshop offerings visit: <https://masshireholyokey.org/events/>
Or snap the QR Code above.**

Computer Conquest (In Person): Do you have problems using the computer or internet? This class is for you! In this beginner computer class, you will learn the basics of a keyboard, how to use the mouse and the features of your computer desktop. You will have Hands On Practice under the instruction of our qualified trainer and computer specialist!

Conquista de la computadora (In Person): Aprenda lo básico de un teclado, de un ratón, de una pantalla, de la Internet y del correo electrónico. Práctica manual bajo la supervisión de un entrenador de MHH.

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 a particular industry. 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.

HCC Grant Information Sessions (Remote using zoom): Throughout the year, Holyoke Community College offers free training programs in a number of different vocations. The webinar provides an overview of current offerings and the process to apply for them.

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 better able to relate your skills and accomplishments in ways to show how you can help the employer. The Information Interview and salary negotiations also will be discussed.

Job Search Strategies for Mature Workers (Remote using zoom): Suggestions, advice, and information for older job seekers. The webinar Includes 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.

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!

Money Matters: Learn how to make better financial decisions that are in line with our values. Identify our financial priorities and challenges. Create long- and short-term financial goals. Learn how to budget, why it's important and practice budgeting. Discuss what makes up credit score and tips on how to rebuild credit.

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.

Outsmart the Resume Robots (Remote using zoom): You will learn what the Applicant Tracking System (ATS) is and what happens after an applicant applies for a job online through an ATS Platform. We will teach you how to create a resume in order to "beat" the system. We will also discuss how ATS benefits employers, and apply that knowledge to the online application process in order to maximize your chances of getting an interview.

Slay Your Resume (In Person): In this Resume Workshop you will find out what gets a resume noticed and put to the top of the "Yes" pile. We will go over some best practices, as well as Do's and Don'ts to make a positive impression. 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!

Training Grant Opportunities (Remote using zoom)

This webinar will discuss various training grant opportunities, funding and eligibility possibilities.

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You can register for any of these workshop using a method below. Please have your job Seeker Id ready.

1. Call us at (413) 532-4900 and speak to a receptionist
2. Sign into your jobquest account and click on the "Workshop Section".
3. Go to the event section of our website www.masshireholyoke.org

If you are registering for a webinar, a link will be emailed to you the day before the workshop.

MassHire Holyoke, 850 High Street, Holyoke MA 01040 413-532-4900