





Monday	Tuesday	Wednesday	Thursday	Friday
2 CCS 1:00pm	3 CCS 9:00am Shriver Job Corp 1:00pm	4 CCS 9:00am	5 10:00 am MRC Orientation	6 Consumer Credit Counseling 10:30am
9 CCS 1:00pm	10 CCS 9:00am	11 CCS 9:00am  Resume Basics 1:00 pm	12 Building Computer Confidence Part 2 1:00pm	13
16	17 CCS 1:00pm Shriver Job Corp 1:00pm  North Central Job Fair at The Arc of Opportunity, 564 Main St, Fitchburg 4:30pm – 6pm	18 CCS 9:00am  Using Linked-In 1:00pm	19  Interviewing with Confidence 1:00pm	20
23 CCS 1:00pm	24 CCS 9:00am	25 CCS 9:00am Using Age to Your Advantage 1:00pm	26 Building Computer Confidence 1:00pm	27
30 CCS 1:00pm				

**April 2018 www.ccncm.com**

<p><b>Back by Popular Demand!!!</b></p> <p><b>Building Computer Confidence</b></p> <p>Introduction to computers, <b>for those with little or no experience.</b> This workshop provides information on basic computer terms as well as how to save a word document.</p> <p>4/28 at 1:00pm</p>	<p><b>Job Fair-April 17th!!!</b></p> <p>This is your opportunity to meet with employers face to face. Bring your resume, this event allows you to sell yourself local area employers. Please pre register with the Career Center.</p> <p>@The Arc of Opportunity 4:30pm to 6pm</p> <p>564 Main Street, Fitchburg</p>
<p><b>Registration Process</b></p> <ul style="list-style-type: none"> <li>Register on JobQuest <a href="https://jobquest.detma.org/jobquest/">https://jobquest.detma.org/jobquest/</a></li> <li>Attend a Career Center Seminar.</li> <li>For additional workshops register with a Career Center Staff Member.</li> </ul>	<p><b>Workshop Policies</b></p> <ul style="list-style-type: none"> <li>Workshops are closed 10 minutes after the scheduled start – latecomers will not be allowed to enter workshop after 10 minutes.</li> <li>Please notify us at least 24 hours prior to start of workshop if you cannot attend.</li> </ul>
 <p><b>MRC MA Rehabilitation Commission Information Session</b></p> <p>Information about a Vocational Rehabilitation Program to assist individuals with disabilities to obtain and maintain employment. Please call and register for Info Session or call (978) 345-1713.</p> <p><b>Thursday, 4/5 at 10:00am</b></p>	<p><b>Shriver Job Corp</b>  (978) 534-1481 ext 267</p> <p>Vocational training in today's top career fields for eligible youth ages 16-24.</p> <p>Tuesdays 4/4,4,11 4/18, 4/28 1:00pm to 3:00pm</p> <p><b>To Schedule please call Shriver Job Corps</b></p>

**Workshops this Month**

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**Career Center Seminar (CCS)**  
 Overview of Career Center services is the first step for all new members.

➤ **Leominster:** Mondays 2,9,23,30 1:00pm – 3:00pm  
 Tuesday 3,10,24,27 9:00am – 11:00am  
 Wednesday 4,11,18,25,28 9:00am – 11:00am  
 Tuesday 17 th 1:00 – 3:00pm

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**Building Computer Confidence Part 2**  
 Learn how to attach a document to an e-mail, save on a removable disk and more!. Must attend Part 1 the previous month. 4/12 1:00pm

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**Using LinkedIn** 4/18 1:00pm  
 Using LinkedIn as a networking tool. 70% of people were hired at a company where they had a connection.

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**Using Age to Your Advantage**  
 Mature job seekers stereotypes. This workshop discusses stereotypes, offers advice for overcoming barriers and how to modify your job search, turning your "experience" into an advantage. 4/25 at 1:00


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**Resume and Cover Letter Basics**  
 Learn what the basic components of a resume and cover letter are, and gain an understanding of the formatting for the resume and cover letter.  
 4/11 at 1:00pm

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**Interviewing With Confidence**  
 This workshop introduces strategies for interview preparation, the interview itself, and post-interview techniques.  
 4/19 at 1:00pm

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 **MASSACHUSETTS ONE-STOP CAREER CENTERS**  
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