

## January 2012 WORKSHOP CALENDAR

### Registration Process

- Pre-registration is required due to limited seating.
- You can register with an Employment Specialist.
- **Prerequisite - Attend a Career Center Seminar.**

### Workshop Policies

- Late comers will not be admitted 10 minutes after workshop start time.
- Please notify us at least 24 hours prior to start of workshop if you cannot attend.

### Office Closed

**January 2nd**



New Years Day  
Observed

**January 16<sup>th</sup>**



Martin Luther  
King's Birthday

### Winter Job Fair

**Wednesday, February 1, 2012**  
9:30 am-noon

Levi Heywood Memorial Library  
55 W. Lynde Street, Gardner, MA

**Dress professionally; bring copies of your resume**



### HOURS OF OPERATION

#### Leominster

M, T, W, F 8:30am - 5:00pm  
TH 9:30 - 5:00pm

**Location:** 100 Erdman Way, Leominster, MA  
**Phone** (978)534-1481  
**Hearing Assisted TTY:** (978)534-1657

#### Gardner

M, T, W, F 8:30am - 5:00pm  
TH 10:00 - 5:00pm

**Location:** 25 Main St, Gardner, MA  
**Phone** (978)632-5050  
**Hearing Assisted TTY:** (508)792-7571

**Visit our website: [www.ccncm.com](http://www.ccncm.com)**

North Central Career Centers is an Equal Opportunity Employer/Program.  
Auxiliary Aids/Services Are Available Upon Request to Individuals with Disabilities.

## Workshops this Month

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

- **Leominster:** T, W, Th. 1:30-3pm
- **Gardner:** Tues. 1pm – 2:30pm  
Wed. 9am–10:30am

**GHAP Orientation** Do you need Health Insurance? GHAP helps uninsured people access affordable healthcare.

- **Leominster:** 1/19, 11am – 12:30pm

**Résumé and Cover Letter Basics** Learn how to develop a Résumé & Cover Letter that markets your skills & achievements. Understand the do's & don'ts of resumes and cover letters.

- **Leominster:** 1/9, 1/23 9am-12pm

**Educational Options Seminar (EOS)** Information about finding the ideal training program, researching options, financial aid, and UI concerns. You **MUST** bring a copy of your **Resume & Job Search Log**.

- **Leominster:** 1/26 10:00am-11:30am

**Intro to LinkedIn** - Make better use of your professional network to aid you in job search. Learn how to create a LinkedIn account and explore settings and tools to help you build your online profile.

- **Leominster:** 1/27, 9am – 11:30am

**MassCIS** Not sure what direction to take in your career? Learn about a great website that will give you the information and tools needed to learn about new occupations.

- **Leominster:** 1/18, 9:30am – 11:30am

**Shriver Job Corp** Vocational training in today's top career fields for eligible youth ages 16-24.

- **Leominster:** 1/9, 1/30 2:30pm – 4pm

**Over 40 Job Search** Learn how to turn your age & experiences into an advantage.

- **Leominster:** 1/24, 9:00am – 11:30am

**Fast Track** In 4-day workshop develop the Tools (Resumes, Cover letters, Interviewing, Networking, etc.) & learn the techniques for effective job search.

- **Leominster:** 1/10 - 1/13 9am–1pm

**First Impressions** This workshop will provide you with information on Resume, Cover Letters and Interviewing. You will also have the opportunity to have your Resume critiqued.

- **Gardner:** 1/20, 10am– 12pm

**Hidden Job Strategies** Jobs are not always published. Learn some of the methods to uncover the best opportunities & how to contact the decision makers.

- **Leominster:** 1/20 9:30am – noon

**Interviewing w/ Confidence** Introduces strategies for interview prep., the interview itself, & post-interview techniques.

- **Leominster:** 1/25, 9:00am-11:30am

**Federal Jobs 101** Info about finding & applying for federal jobs and tips on how to succeed in the process.

- **Leominster:** 1/18 1–4pm