

JULY 2009

The Work Place is a Massachusetts One-Stop Career Center offering a wide range of services to both job seekers and employers.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>MEMBERSHIP AND PRE-REGISTRATION IS REQUIRED FOR ALL WORKSHOPS. You can register at the front desk or by calling (617) 737-0093 x3001</p> <p>To obtain a membership attend a free WELCOME SESSION. Information is available at the front desk.</p> <p>Please refer to our brochures and monthly flyers for information about recruitments, job fairs and other services.</p>		<p>1 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>Workshop: Cover & Job Search Letters 1:30 - 3:30</p> <p>Welcome Session: New Members 3:00 - 3:45 Young Adults (16-24) 3:30 - 4:30</p>	<p>2 Walk In Hour : Veterans 10:00 - 11:00 in the library</p> <p>Welcome Session: New Members 11:00 - 11:45</p> <p>Networking : Job Seekers' Group 11:00 -12:30</p> <p>Drop In: Resume & Cover Letter Critique 1:00 - 2:00</p>	<p>3 THE WORK PLACE WILL BE CLOSED TODAY IN OBSERVATION OF THE 4TH OF JULY</p>
<p>6 Drop In Hour: CORI 10:00 - 11:00</p> <p>Drop In: Ask the Career Counselor 10:30 - 12:30</p> <p>Workshop: Resume Writing 1:30 - 3:30</p> <p>Information Session: Skills Training 2:00 - 4:00</p> <p>Welcome Session: New Members 5:30 - 6:15</p>	<p>7 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop: Identifying Your Skills Using the SkillScan® Card Sort 1:00 - 3:30 LIMIT - 8 PERSONS ONLY</p>	<p>8 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop: Interviewing Skills 10:00 - 12:00</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>On-Site Information Session MBTA 2:00 Sharp! Pre-Registration is required. See Flyer!</p> <p>Welcome Session: New Members 3:00 - 3:45</p>	<p>9 Walk In Hour : Veterans 10:00 - 11:00 in the library</p> <p>Welcome Session: New Members 11:00 - 11:45</p> <p>Networking : Job Seekers' Group 11:00 -12:30</p> <p>Drop In: Resume & Cover Letter Critique 1:00 - 2:00</p>	<p>10 Workshop: Preparing Yourself for an Effective Job Search 9:30 - 11:30</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>Workshop: What is a Mouse? 1:00 - 2:00</p> <p>Welcome Session: Veterans 1:00 - 2:00</p> <p>Career Discussion Forum: Culture of Online Networking 1:30 - 3:30</p>
<p>13 Drop In Hour: CORI 10:00 - 11:00</p> <p>Drop In: Ask the Career Counselor 10:30 - 12:30</p> <p>Workshop: Outside the Box: Ideas for Your Career Transition 1:30 - 3:30</p> <p>Information Session: Skills Training 2:00 - 4:00</p> <p>Welcome Session: New Members 5:30 - 6:15</p>	<p>14 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop : Age Bias and the Job Search 1:00 - 3:30</p>	<p>15 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop: Identifying Your Skills Using the SkillScan® Card Sort 9:30 - 12:00 LIMIT - 8 PERSONS ONLY</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>Welcome Session: New Members 3:00 - 3:45 Young Adults (16-24) 3:30 - 4:30</p>	<p>16 Walk In Hour : Veterans 10:00 - 11:00 in the library</p> <p>Welcome Session: New Members 11:00 - 11:45</p> <p>Networking : Job Seekers' Group 11:00 - 12:30</p> <p>Drop In: Resume & Cover Letter Critique 1:00 - 2:00</p>	<p>17 Drop In Hour: CORI 1:00 - 2:00</p> <p>Workshop: Internet Basics 1:00 - 2:00</p>
<p>20 Drop In Hour: CORI 10:00 - 11:00</p> <p>Drop In: Ask the Career Counselor 10:30 - 12:30</p> <p>Workshop: Interviewing Skills 1:30 - 3:30</p> <p>Information Session: Skills Training 2:00 - 4:00</p> <p>Welcome Session: New Members 5:30 - 6:15</p>	<p>21 Note: Their will be no Drop In ask the Career Counselor today</p> <p>Workshop: Cover & Job Search Letters 1:30 - 3:30</p>	<p>22 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>Welcome Session: New Members 3:00 - 3:45 Young Adults (16-24) 3:30 - 4:30</p>	<p>23 Walk In Hour : Veterans 10:00 - 11:00 in the library</p> <p>Welcome Session: New Members 11:00 - 11:45</p> <p>Networking : Job Seekers' Group 11:00 -12:30</p> <p>Drop In: Resume & Cover Letter Critique 1:00 - 2:00</p>	<p>24 Drop In Hour: CORI 1:00 - 2:00</p> <p>Welcome Session: Veterans 1:00 - 2:00</p> <p>Practice Interviews Practice your interviewing Skills one-on-one! 2:00 -3:30</p>
<p>27 Drop In Hour: CORI 10:00 - 11:00</p> <p>Drop In: Ask the Career Counselor 10:30 - 12:30</p> <p>Workshop: Outside the Box: Ideas for Your Career Transition 1:30 - 3:30</p> <p>Information Session: Skills Training 2:00 - 4:00</p> <p>Welcome Session: New Members 5:30 - 6:15</p>	<p>28 Workshop: Online Applications Made Easy 11:00 - 12:30 LIMIT - 8 PERSONS ONLY</p> <p>Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop: Resume Writing 1:30 - 3:30</p> <p>Info Session: Ma. Commission Against Discrimination 2:00 - 3:30</p>	<p>29 Drop In: Ask the Career Counselor 9:30 - 11:30</p> <p>Workshop: Identifying Your Skills Using the SkillScan® Card Sort 9:30 - 12:00 LIMIT - 8 PERSONS ONLY</p> <p>Drop In Hour: CORI 1:00 - 2:00</p> <p>Welcome Session: New Members 3:00 - 3:45 Young Adults (16-24) 3:30 - 4:30</p>	<p>30 Walk In Hour : Veterans 10:00 - 11:00 in the library</p> <p>Welcome Session: New Members 11:00 - 11:45</p> <p>Networking : Job Seekers' Group 11:00 -12:30</p> <p>Drop In: Resume & Cover Letter Critique 1:00 - 2:00</p>	<p>31 THE WORK PLACE WILL BE CLOSED TODAY FOR STAFF TRAINING</p>

The Work Place, 29 Winter Street, 4th floor, Boston, MA | (617) 737-0093 | www.theworkplace.org
Hours of operation: Monday 9 - 7, Tuesday, Wednesday & Friday 9 - 5, Thursday 10 - 5

Revised: 7/29/2009



Connecting Workers and Employers



JULY WORKSHOPS and EVENTS AT A GLANCE

NEW MEMBERS:

Welcome Session: Introduction to The Work Place. THIS WORKSHOP IS MANDATORY FOR MEMBERSHIP. Get information about The Work Place's services, policies and programs.

Veteran's Welcome Session: Learn how to utilize veterans' services at your local one-stop career center and within your community. Also learn how to work with the Veteran's Representative to obtain and retain the necessary skills and tools to be successful in the workforce!

Young Adult Welcome Session: Learn how to utilize young adult services (ages 16-24) at The Work Place and within your community. Get information about The Work Place's services, policies and programs.

WORKSHOPS, EVENTS & INFORMATION SESSIONS:

Age Bias and the Job Search: In our age-conscious culture, you need not be defined by cultural expectations assigned to age! We will look at factors relating to age that may impact your job search and consider a perspective geared toward reframing the question of age. Also have the chance to practice your interviewing skills with this new awareness!

Career Discussion Forum: Facilitated discussion of career and job search issues, current trends and the job market – changing topics from month to month, check the calendar!

Cover & Job Search Letters Workshop: How can good writing attract a potential employer? See examples of creative, well written cover letters, Thank you letters, Job inquiry letters, Informational Interview request letters and more!

Identifying Your Skills Using the SkillsScan Card Sort: What is a skill? Can you name and describe your skills confidently in a job interview? Can you identify your transferable skills? If these questions interest you, this is a workshop for you! From a deck of 64 cards you will select your preferred skill set and learn the format to identify your professional profile.

Interviewing Skills Workshop: Explore interviewing strategies, commonly asked questions, tips on answering questions and how to deal with any unexpected pitfalls.

Job Seekers Networking Group: Network for information and ideas on improving your job search. This session is offered several times a month. Check the calendar for dates.

Outside the Box: Ideas for Your Career Transition Workshop: Learn some creative approaches to reframe your approach to the job/career search process! In this workshop we will discuss effective and resourceful strategies for success.

Practice Interviews: Need practice talking about your skills and abilities? Sign up at the front desk to get a professional's feedback on your interviewing skills. Bring your resume and a job description for a 30 minute one-one-one practice interview!

Preparing for an Effective Job Search Workshop: In this three-part workshop we look at: 1) the process of getting focused and intentional in preparing for an effective job search; 2) different perspectives and suggestions to help you organize and manage your time; 3) an overview of tools you'll need to communicate your value to an employer.

Resume Writing Workshop: Learn what employers are looking for when they read your resume. We'll give you tips on different types of formats, finding the one that is right for you.

Skills Training Information Session: Get information about state-funded hard skills training eligibility and offerings for qualified candidates; reading and math test included in session—see flyer for more information!

COMPUTER WORKSHOPS:

Internet Basics (YOU MUST HAVE BASIC PC AND KEYBOARDING SKILLS): New to the Internet? Learn how to use the Internet effectively for your job search. Check front of calendar for dates.

Online Applications Made Easy: Are you feeling confused and frustrated by the new online application process? Do you know what employers are looking for? This workshop will offer techniques and insight into the process, providing you with the knowledge you need to successfully complete online applications through instruction and by completing a sample application.

What is a Mouse? Learn how to use a mouse, move around, and open/ save files: a first step in using a computer effectively. This workshop is presented twice a month. Check front of calendar for dates.

DROP IN HOURS

CORI Drop in Hour: Services include understanding your CORI, obtaining a copy of your CORI and referrals to TWP workshops. This service is on a first-come-first-serve basis.

Drop in and Ask The Career Counselor: Have questions about your job search? Take advantage of this "drop-in" time to ask a career counselor for answers about anything related to the job hunt. This service is on a first-come-first-serve basis.

Resume Cover Letter Critique: Have questions about your resume or cover letter? Bring your completed documents with you and a career counselor or professional volunteer will briefly review them with you one-on-one, offer suggestions for improvement and answer your questions on a first-come-first-serve basis.