

Bar None Legal Clinic – Designed to help Worcester residents with criminal records. Assistance is provided in the following areas: suspended drivers' licenses, credit issues, child support issues, child custody/visitation issues, disability claims, and sealing of criminal record.

Bounce Information Session – This FREE two-week innovative course will inspire and empower you to get to the next level.

Career Center Seminar - An overview of services, resources and options available at the Career Center. After attending the seminar, you will be a registered member of the Career Center that will enable you to take advantage of the services and resources.

*This seminar is approximately 2 hours in length.*

*SEMINARIO DISPONIBLE EN ESPANOL*

Career Directions - *Participants MUST be able to attend both sessions consecutively.*

PART I This interactive workshop is designed to assist participants in identifying transferrable skills, knowledge, abilities and interests through the use and interpretation of the Holland's Self Directed Search. Job seekers have consistently reported that participation in this workshop has contributed to targeting additional career options and opportunities.

PART II Offers interpretation of the assessment & provides various internet resources for labor market information specific to occupational goals.

Career Trends In Manufacturing – *Attendees must have HiSet (GED)/HSD, prior manufacturing experience preferred.* Explore changing trends in Manufacturing and what employers are looking for in today's hi-tech manufacturing industry. Information will be provided on how participants can apply for a federal grant that will assist selected individuals with; Lean 101 training, industry-specific job coaching and job placement assistance.

Career Ready 101 - Employers want to know you have the **skills** to do the job, not just a diploma. How do you, and **they**, know you have those skills? Ask the front desk for more information!

Hidden Job Market - Provides techniques for connecting with companies, without published openings. Topics include researching companies, informational interviews and networking. You should leave the workshop with new insights about how companies hire and be ready for effective networking.

Interviewing Techniques - Provides the nuts and bolts of interviewing. It prepares participants to discuss their skills, knowledge areas, abilities and aptitudes. Specific concentration is placed on communicating successfully, reducing nervousness and building confidence through correct preparation. Many sample interview questions, answers and different situations are reviewed.

Intro To LinkedIn & Social Networking – Learn about creating your profile, building your network and using LinkedIn connections.

Intro To Microsoft Word 2010 & Email – *Basic computer skills are required.*

Offers the basic skills needed to create a document in Microsoft Word 2010. You will learn how to cut, paste, center, align, set bullet points, spacing, margins and spell check. A brief overview will also be given on attaching a resume to an email.

Intro To The Personal Computer - *This workshop is offered for customers who do not have basic computer skills.*

You will learn how to use the mouse, scroll, save, print and access the Internet.

Job Search On The Internet - Will expand your job search skills using the Internet.

Job Search Strategies 101 – Discover critical strategies for conducting a successful job search campaign in today's job market.

Mock Interview - Helps job seekers develop interviewing skills through practice interviews. Practice helps overcome nervousness, and greatly improves the interview performance by rehearsing the most common interview questions. Each session is limited to 10 participants. It is recommended to take the Interview Techniques workshop prior to attending this session.

Navigating Career Choices – Complete an online career interests tool and use labor market information to explore training, career and education choices.

Navigating College, Training And Career Pathways – Learn how to select the best quality and affordable training or education programs in the local area. Discover the support services and resources needed for success.

Networking Group - Networking (using contacts at companies to find jobs) is the most successful method used by seekers to obtain good jobs. It is even more critical to try Networking now in our current economy. The purpose of the meeting is to learn about networking, making contacts and job search techniques. We share information on job leads, local area companies and successful job search strategies.

New Leaf Workshop - Covers important information for individuals experiencing CORI issues in their job search. Included are strategies and effective tools to overcoming employers concerns, presenting yourself as a strong candidate and preparation for finding a job appropriate for your background.

Patient Access and Registration Information Session – Learn more about this exciting career path in healthcare and what it takes to get started!

Resume Writing & Cover Letter - *This workshop is a REQUIREMENT for Resume Critique.* The resume serves as a marketing tool for the job seeker highlighting strengths and accomplishments for an employer. This workshop teaches participants the purpose of a resume and how to write one that generates interest in the applicant's capabilities that will lead to an interview. The presentation includes an introduction to the various types of resumes with particular attention dedicated to the organization of the resume (visual impact of the structure, what to include and what to leave out, the use of action verbs and other current information). **\*\*\*This workshop is facilitated by a Certified Professional Resume Writer (CPRW).\*\*\***

Resume Critique – *Participants MUST have attended Resume Writing & Cover Letter* Designed for job seekers who have already written their resume but need an additional critique to complete their resume. Specific focus will be on techniques administered in Resume Writing I. Each session is limited to 10 participants. Please bring a copy of your current resume or a recent draft.

**\*\*\*This workshop is facilitated by a Certified Professional Resume Writer (CPRW).\*\*\***

Stress Reduction - This interactive workshop will reveal the signs of stress and the role stress plays in your job search and in your life. You will learn to identify triggers and gain coping strategies to move you forward.

Using Age To Your Advantage – Mature, experienced workers often find it difficult to find work after job loss because their job search and/or work skills are not current. This workshop addresses challenges mature workers face while offering strategies to achieve successful employment outcomes.