



CALENDAR OF WORKSHOPS AND EVENTS MARCH 2012

WORKSHOP ATTENDANCE POLICY: All activities begin at the scheduled time. Members must check in and use the **NEW TOUCH SCREENS** at our front desk or Resource Room at least 10 minutes in advance. No one will be admitted once a workshop has begun.

TO SEE IF THE CENTER IS OPEN: PLEASE SEE OUR WEB SITE: WWW.GETAJOB.CC OR CHANNEL 22, AFTER 7 AM.

PLEASE VISIT OUR WEB SITE FOR JOB POSTINGS AND JOB SKILLS RESOURCES : WWW.GETAJOB.CC

FutureWorks Career Center , One Federal Street, Building #103- 3, Springfield, MA 01105 413.858.2800

Mon: 8:30 - 4:30	Tue: 8:30 - 4:30	Wed: 8:30 - 5:30	Thu: 8:30 - 3:00	Fri: 8:30 - 4:30
<p>For Computer Workshops (\$): Pick up our computer workshop calendar & sign up at the front desk. Computer Basics and Word 1 are required before you sign up for any of our computer workshops. Call Sharon Benoit at 413.858.2808 for more information.</p>	<p>Individuals requiring accommodations for a workshop or event should contact us in advance, so that appropriate resources can be provided. NOTE: Some resources need up to 2 or 3 weeks to arrange.</p>		<p>1 PowerPoint (1) (\$) 9:00-12:00 10 Critical Job Search Steps 9:30-10:30 Intro to the Internet 1:00-3:00 Resume Critique 1:30 Identify Your Skills & Values 1:00-3:00</p>	<p>2 Welcome Meeting/ Reunión de Bienvenida 10:00-11:30 Open Lab 9:00-11:00 Apply on Line/E-Mail Resume 1:30-3:30</p>
<p>5 Welcome Meeting 1:00- 2:30 Word (1- Pt 1) (\$) 9:00-11:30 Intro to Social Media 9:30-11:30 DFS Job Club 9:30-11:30 Soft Skills 1:30- 3:30</p>	<p>6 Word (1- Pt 2) (\$) 9:00- 11:30 Create Your 1st Resume 1:30-3:30 Cover Letters & Networking 1:30-3:30</p>	<p>7 Welcome Meeting 4:00-5:30 Prep for Training * 8:45- 4:00 (* prior approval required) Social Media Boot Camp 9:00-11:00 Job Club 9:30-11:30 Excel (1) '07 (\$) 2:00-5:00</p>	<p>8 Excel: <i>Formatting</i> '07 (\$) 9:00-12:00 Advanced Resume Techniques 9:30-11:30 Resume Critique 1:30</p>	<p>9 Welcome Meeting/ Reunión de Bienvenida 10:00-11:30 Create Your LinkedIn Account 9:00-11:00</p>
<p>12 Welcome Meeting 1:00- 2:30 NEW Intro To Computers (1) 9:00-11:30 Interviewing 9:30-11:30 DFS Job Club 9:30-11:30</p>	<p>13 NEW Intro To Computers (2) 1:30-4:00 Explaining GAPS In Your Work History 1:30-3:30</p>	<p>14 Welcome Meeting 4:00-5:30 Word 2 (\$) 9:00- 12:00 Job Club 9:30-11:30 Mature Workers 9:30-11:30 NEW Intro To Computers (3) 1:00-4:00</p>	<p>15 PowerPoint (2) (\$) 9:00-12:00 Salary Negotiations 9:30-11:30 Resume Critique 1:30</p>	<p>16 Welcome Meeting/ Reunión de Bienvenida 10:00-11:30 Open Lab 9:00-11:00 Resources Galore 2:00-3:00</p>
<p>19 Welcome Meeting 1:00- 2:30 Word (1- Pt 1) (\$) 9:00- 11:30 DFS Job Club 9:30-11:30</p>	<p>20 Word (1- Pt 2) (\$) 9:00-11:30 Cover Letters & Networking 1:30-3:30 Create Your 1st Resume 1:30-3:30</p>	<p>21 Welcome Meeting 4:00-5:30 Prep for Training * 8:45- 4:00 (* prior approval required) Excel: <i>Functions</i> '07 (\$) 9:00-12:00 Job Club 9:30-11:30 Conocimientos Basicos De Computadoras (I) 1:00-3:00</p>	<p>22 Word (3) (\$) 9:00-12:00 Advanced Resume Techniques 9:30-11:30 Conocimientos Basicos De Computadoras (11) 1:00-3:00 Resume Critique 1:30</p>	<p>23 Welcome Meeting/ Reunión de Bienvenida 10:00-11:30 Use LinkedIn for Job Search 9:00-11:00</p>
<p>26 Welcome Meeting 1:00- 2:30 Excel <i>Database</i> '07 (\$) 9:00-11:30 DFS Job Club 9:30-11:30</p>	<p>27 Mail Merge (\$) 2:00-4:00 Interviewing 1:30-3:30 Excel <i>Charting</i> '07 (\$) 2:00-4:00</p>	<p>28 Welcome Meeting 4:00-5:30 Desktop Publishing (\$) 9:00-12:00 Job Club 9:30-11:30 Take Charge of Your Job Search! 1:30-3:30</p>	<p>29 Excel <i>Data Analysis</i> '07 (\$) 9:00-11:00 Salary Negotiations 9:30-11:30 Resume Critique 1:30</p>	<p>30 Welcome Meeting/ Reunión de Bienvenida 10:00-11:30 Open Lab 9:00-11:00</p>

MARCH 2012 Workshops at FutureWorks Career Center

Register for these workshops at our Customer Service Desk, or call a Customer Service Representative at: (413) 858-2800.

Welcome Meetings : New Members Orientation : Mon: 1 PM, Weds: 4 PM, & Fri :10 AM. Review Career Center services & resources, and a tour.

Reunión de Bienvenida : Viernes a las 10:00. Una introducción de servicios del Centro de Carrera y del Salón de Recurso.

Advanced Resume Techniques Thurs, Mar 8, 9:30-11:30, **OR** Thurs, Mar 22, 9:30-11:30. **If you already have a resume** . Create an effective/ accomplishment-based resume; market to today's competitive workforce; emphasize skills & experience to specific employers; note transferable skills. Bring your resume & questions.

NEW Apply On Line & E-Mail Your Resume Fri, Mar 2, 1:30-3:30. Learn how to access, and fill out, on-line applications. Also learn tips on filling out paper applications effectively. Learn how to paste and attach your resume to an e-mail message. Understand how to save a file in text format.

CONOCIMIENTOS BASICOS DE COMPUTADORAS (I) : Miercoles, Marzo 21, 1:00-3:00 PM. Conocimientos teóricos y de aplicación práctica básicos sobre la tecnología computarizada. (basic computer theory, application and technology of computers)

CONOCIMIENTOS BASICOS DE COMPUTADORAS (II) : Jueves, Marzo 22, 1:00-3:00 PM Conocimientos teóricos básicos sobre Internet (Basic knowledge and theory of internet research)

Cover Letters & Networking Tues, Mar 6, **OR** Tues, Mar 20, BOTH 1:30-3:30. Learn effective cover & thank you letters, & for networking job leads. Describe your skills & talents in a focused & confident way by phone to maximize being selected for an interview.

Create Your 1st Resume! Tues, Mar 6, **OR** Tues, Mar 20, BOTH 1:30-3:30. **If you are just putting together your 1st resume.** 1) Get & fill out a resume data sheet in our Resource Room, 2) bring it & a flash drive to class, & 3) you must know Word. In our computer lab, so **attendance is limited to 12 people.**

Create Your LinkedIn Account: Fri, Mar 9, 9:00-11:00. **You must have basic computer skills & an electronic copy of your resume.** Create a LinkedIn account & optimize it's visibility.

Explaining GAPS In Your Work History Tues, Mar 13, 1:30-3:30. Learn how to briefly explain a long absence from the job market, while having a positive attitude, keeping a focus on the future, and showing employers how your current skills can get the job done !

Identify Your Skills and Values Thurs, Mar 1, 1:00-3:00. Understand your values and know your transferable skills, knowledge areas and personal qualities. Clarify these and your past accomplishments to represent yourself in a positive light in your resume, interviews and letters to employers.

Interviewing Mon, Mar 12, 9:30-11:30, **OR** Tues, Mar 27, 1:30-3:30. Learn informational interviewing techniques and the most common interview questions.

NEW Introduction to Computers, A THREE DAY COURSE Mon, Mar 12, 9:00-11:30, Tues, Mar 13, 1:30-4:00, & Weds, Mar 14, 1:00-4:00. For computer beginners. Learn the keyboard & mouse, create & print a basic letter, & learn how to surf the internet for jobs. Learn the basics to get you started using computers for your job search !

Intro to Social Media Mon, Mar 5, 9:30-11:30. An overview of using social media in your job search. Review Twitter, LinkedIn, and others that can get your goals & qualifications out to potential employers. Is it for you ? Sit in & find out ! (Also see "Social Media Boot Camp" on Weds, Feb 8 & get started !)

Intro to the Internet Thurs, Mar 1, 1:00- 3:00. Learn Internet basics. Become familiar with the terminology used regarding the Internet and learn how the Internet can enhance your job search. Visit job search and employer web sites. * **Prerequisite:** *Computer Basics or familiarity with Windows.*

Job Club: Wednesdays, Mar 7, 14, 21, **AND/OR** 28, 9:30-11:30. This ten week series provides members with networking opportunities to redefine & expand their job search. **Open to 16 members maximum.** For signup information, contact Tina Robertson 885-2891 or trobertson@getajob.cc

"DFS" Job Club: Mondays, Mar 5, 12, 19, **AND/OR** 26, 9:30-11:30. This 12 week series provides women with networking opportunities to redefine & expand their job search. **Open to 15 members maximum.** For signup information, contact Tina Robertson 885-2891 or trobertson@getajob.cc

LinkedIn for Job Search Fri, Mar 23, 9:00-11:00. Join us for a webinar direct from LinkedIn & learn how to use your LinkedIn account to find, and apply for, jobs, and to build your job search network.

Mature Workers Weds, Mar 14, 9:30-11:30. Skills & techniques for Boomers /career changers, to keep you current in today's competitive job market.

Open Lab: NOTE NEW DATES: Fridays, Mar 2,16, **AND/OR** 30, 9:00-11:00 For those coming out of computer training, time to practice and review class exercises.

Prep for Training + Wednesdays, Mar 7, **OR** 21, 8:45 to 4:00. This **day- long** workshop explains training, researching training vendors, types of training & financial aid. + **PREREQUISITE:** *Prior approval required. A Career Specialist must meet with you & sign you up for this workshop.*

Resume Critique Thursdays, Mar 1, 8, 15, 22, **AND/OR** 29, at 1:30. Have your resume reviewed by one of our Career Specialists. Learn to upgrade your resume for optimum effect, & get better results in your job search ! Sign up at the front desk each Thursday.

Resources Galore Fri, Mar 16, 2:00-3:00 This gives you the opportunity to learn all the resources you have access to and the hidden treasures; how to make your job search more effective; how to use electronic resources and much, much more.

Salary Negotiations Thurs, Mar 15, **OR** Thurs, Mar 29, **BOTH** 9:30-11:30. Congratulations, you've received a job offer! Now what? Should you just take the salary offered? What is included in your total compensation package? When is the best time in your job search process to do salary negotiations? Come find out!

Social Media Boot Camp Weds, Mar 7, 9:00-11:00 Learn to use social media as a job search, networking and personal branding tool. See practical tools and examples to take your efforts to the next level. Participants **MUST HAVE** an online e-mail account. (Also see "Intro to Social Media" on Mon, Feb 27 !)

SOFT SKILLS Mon, Mar 5, 1:30-3:30. Discover & build on a critical factor in landing your next job: your "soft skills!" Learn how flexibility, communication, time management, teamwork and listening, all compliment the hard skills in your resume, and can make the difference in your job search !

Take Charge of Your Job Search! Weds, Mar 28, 1:30-3:30. Learn up-to-date job search methods for today's job market, including skills assessment, employer correspondence, resume development, the application process, and tips on how to move ahead with your plans and your job search.

WORD I (PT 1 & PT 2) Mon/Tues Mar 5 & 6, both 9:00-11:30, **OR** Mon/Tues, Mar 19 & 20, both 9:00-11:30. Create a document, save it to disk, close it, open it, make changes & print. * **Word I is required before you take any other computer workshops.**

10 Critical Job Search Steps Thurs, Mar 1, 9:30-10:30. A "fast track" workshop to get you up & running on your job search skills. Do you know the ten critical steps to a successful job search? Sign up today & find out !