


**March 2018 www.ccnm.com**

<p><b>Back by Popular Demand!!!</b>  <b>Building Computer Confidence</b></p> <p>Introduction to computers, for those with little or no experience. This workshop provides information on basic computer terms as well as how to save a word document. 3/28 at 1:00pm</p>	<p><b>Job Fair!!!</b></p> <p>This is your opportunity to meet with employers face to face. Bring your resume, this event allows you to sell yourself to 70 employers. You can pre-register at the career center, or register at the job fair.                  Devens Common Center 31 Andrews Parkway, Devens, MA 3/6 9:30 to 12:30</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>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.  <b>Thursday, 3/1 at 10:00am</b></p>	<p><b>Shriver Job Corp</b>  (978) 534-1481 ext 267                  Vocational training in today's top career fields for eligible youth ages 16-24.                  Tuesdays 3/6 &amp; 3/20 1:00pm to 3:00pm  <b>To Schedule please call Shriver Job Corps</b></p>
<p style="text-align: center;">   </p> <p style="text-align: center;">Websites for Job Search with Links</p>	

**HOURS OF OPERATION**

<p><b>Leominster</b>                  M, T, W, F 8:00am - 4:00pm                  Thursdays 9:00am to 4:00pm</p> <p>100 Erdman Way, Leominster, MA  <b>Phone:</b> (978) 534-1481</p>	<p>  <b>MASSACHUSETTS ONE-STOP CAREER CENTERS</b>                  A proud partner of the <b>americanjobcenter</b> network</p>
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North Central Career Center is an Equal Opportunity Employer/Program.  
 Auxiliary Aids/Services Are Available Upon Request to Individuals with Disabilities.

<p style="text-align: center;"><b>Workshops this Month</b></p>
<p><b>Career Center Seminar (CCS)</b>                  Overview of Career Center services is the first step for all new members.</p> <p style="text-align: right;">                 ➤ <b>Leominster:</b> Mondays 5,12,19,26 1:00pm – 3:00pm                  Tuesday 6,13,20,27 9:00am – 11:00am                  Wednesday 7,14,21,28 9:00am – 11:00am             </p>
<p style="text-align: center;"><b>Job Loss and Beyond .....</b></p> <p>Learn about common themes dealing with job loss and how to overcome pitfalls of job search.</p> <p style="text-align: right;">➤ <b>Leominster:</b> 3/8 1:00pm to 2:30pm</p>
<p style="text-align: center;"><b>Using LinkedIn</b> 3/14 1:00pm</p> <p>Using LinkedIn as a networking tool. 70% of people were hired at a company where they had a connection.</p>
<p style="text-align: center;"><b>Using Age to Your Advantage</b></p> <p>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. 3/21 at 1:00</p>
<p style="text-align: center;"><b>Resume and Cover Letter Basics</b></p> <p>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.                  3/7 at 1:00pm</p>
<p style="text-align: center;"><b>Interviewing With Confidence</b></p> <p>This workshop introduces strategies for interview preparation, the interview itself, and post-interview techniques.                  3/15 at 1:00pm</p>
<p style="text-align: center;">   <b>MASSACHUSETTS ONE-STOP CAREER CENTERS</b>                  A proud partner of the <b>americanjobcenter</b> network             </p>