







MARCH 2017

<p>Registration Process</p> <ul style="list-style-type: none"> • First Attend a Career Center Seminar. • For additional workshops register with a Career Center Staff Member. • Some workshops may have prerequisites. 	<p>Workshop Policies</p> <ul style="list-style-type: none"> • Latecomers will not be admitted after ten minutes, once a workshop has started. • Please notify us at least 24 hours prior to start of workshop if you cannot attend. • No food/drink allowed during workshop.
 <p>Prepare for Job Fair Workshops - Leominster:</p> <p>Friday, 2/24 9:00am - 11:30am Monday, 2/27 9:00am - 11:30am</p>	 <p>Devens JOB FAIR</p> <p>Friday, MARCH 3rd 9:30am - 12:30pm Devens Common Center 31 Andrews Parkway, Devens, MA</p>
 <p>QUALITY TECHNICIAN INFORMATION SESSION Overview of Quality Technician Training Program. Monday, 2/27 & 3/6, 1:00pm - 11:30pm</p>	
 <p>MANUFACTURING OCCUPATION OPPORTUNITIES</p> <p>Overview of Advanced Manufacturing Mechatronics & Quality Consortium Programs Thursday 3/16, 10:30am - 12:00pm</p>	<p>Interest Profiler Career Ready 101</p>  <p>Designed to assist in the understanding and exploration of career opportunities. Wednesday, 3/15 9:00am - 11:00am</p>
 <p>BenePLAN Social Security Disability Overview For anyone receiving SSI and or SSDI benefits, aged 14 to full retirement age, who is working or planning to go to work, Please call (877) 937-9675 or (508) 856-2513</p>	<p>Mass Rehabilitation Commission Info Session 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. Thursday, 3/2 10:00am-11:30am</p>

HOURS OF OPERATION

<p>Leominster M, T, W, F 8:00am - 4:00pm TH 9:00am - 4:00pm 100 Erdman Way, Leominster, MA Phone: (978) 534-1481</p>	<p>Gardner T, W, F 8:00am - 4:00pm TH 9:30am - 4:00pm 25 Main Street, Gardner, MA Phone: (978) 632-5050</p>
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Visit our website: www.ccnm.com
Veterans Receive Priority Services







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



Workshops this Month



See left side for Special Workshops ~ Remember to Register for JOBQUEST

<p>Career Center Seminar (CCS) Overview of Career Center services is the first step for all new members. ➤ Leominster: T, W, TH - 1:00-3:00pm ➤ Gardner: W 9:00-11:00am</p>	
<p>Résumé and Cover Letter Basics Learn how to develop a Résumé and Cover Letter that markets your skills as well as achievements. Understand the do's and don'ts of resumes/cover letters. ➤ Leominster: 3/6 & 3/20 9:00am-11:30am ➤ Gardner: 3/10 9:00am-11:30am</p>	<p>Hidden Job Market Become proactive! Learn to market yourself, find target companies and hidden jobs through networking, volunteering, information interviews and targeted letters. ➤ Leominster: 3/29 9:30am - 11:30am</p>
<p>Interviewing with Confidence  Introduces strategies for interview preparation, the interview itself, post-interview techniques and strategies. ➤ Leominster: 3/13 9:00am - 11:30am</p>	<p>Job Search Journey Learn about common themes dealing with job loss and how to overcome pitfalls of job search. ➤ Gardner: 3/31 9:00am-11:00am</p>
<p>Over 40 Job Search Learn how to turn your age and experience into an advantage; your self-image may affect your ability to succeed. ➤ Leominster: 3/15 10:00am - 12:30pm</p>	<p>Shriver Job Corp  (978) 466-3570 Vocational training in today's top career fields for eligible youth ages 16-24. Friday, 3/3 & 3/17, 2:30pm - 4:00pm To Schedule please call Shriver Job Corps</p>
<p> ~ Computer Classes below are taught in Computer Lab ~ </p>	
<p>Part 1 - Building Computer Confidence New to using a computer? Hands-on learning on how to use mouse & keyboard. ➤ Leominster: 3/7 9:00am - 11:30am</p>	<p>Part 2 - Introduction to Internet Learn internet basics, using browsers and search engines actively online. ➤ Leominster: 3/14 9:00am - 11:30am</p>
<p>Part 3 - Introduction to Email ♦♦ Create an Email account, learn how to send/receive email and attach documents. ➤ Leominster: 3/21 9:00am - 12:00am</p>	<p>Part 4 - Working with Microsoft Word Work in Microsoft Word to learn the basics in creating and saving a document. ➤ Leominster: 3/28 9:00am - 12:00pm</p>
<p> Must know how to use PC, Mouse and be able to do basic navigation on the Internet for the workshops below</p>	
<p>Intro to LinkedIn ♦♦♦ Create a LinkedIn account; explore settings and tools to help you build your online profile for a professional network. ➤ Leominster: 3/10 9:00am - 12:00pm</p>	<p>Job Search on the Internet Discover the ways the internet can assist you in your job search. Explore various job search websites online. ➤ Leominster: 3/17 9:00 am - 12:00pm</p>
<p>Marketing Your Career with O*NET This workshop will teach you how to gather information with O*NET to create marketable resumes targeting skills. ➤ Leominster: 3/24 9:00am - 11:30pm</p>	 <p>MASSACHUSETTS ONE-STOP CAREER CENTERS A proud partner of the americanjobcenter network</p>
<p>♦♦ (Intro to Email) to use existing email address, bring email address & password with you ♦♦♦ (Intro to LinkedIn) must have access to an email address w/password to register</p>	