



MAY 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.
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HOLIDAY, Memorial Day


Monday, May 29, 2016


Worcester JOB FAIR
By Workforce Central & DCU Center
Thursday, May 11th 11:00am – 3:00pm at DCU Center, Worcester, MA

Understanding Credit
 American Consumer Credit Counseling, Inc.

 Reviewing concepts, value and Importance of credit/credit scores.
Friday, 5/5 10:30am - 12:30pm

North Central MA
Disability Employment Initiative V

 Do you have a disability?
 You may be eligible for Training Opportunities.
Please call 978-534-1481 Ext. 241


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**

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, 5/4 10:00am-11:30am

HOURS OF OPERATION - CLOSED ON FRIDAYS

Leominster
 M, T, W, 8:00am - 4:00pm
 TH 9:00am - 4:00pm
 100 Erdman Way, Leominster, MA
Phone: (978) 534-1481

Gardner
 T, W 8:00am - 4:00pm
 TH 9:30am - 4:00pm
 25 Main Street, Gardner, MA
Phone: (978) 632-5050

website: www.cncm.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

NO OFFICES HOURS ON FRIDAYS FOR MAY

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

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:** 5/1 & 5/22 9:00am-11:30am

Interviewing with Confidence 
 Introduces strategies for interview preparation, the interview itself, post-interview techniques and strategies.
 ➤ **Leominster:** 5/8 9:00am -11:30am

Shriver Job Corp  (978) 466-3570
 Vocational training in today's top career fields for eligible youth ages 16-24.
 Friday, 5/5 & 5/19, 2:30pm – 4:00pm
To Schedule please call Shriver Job Corps

~ **Computer Classes below are taught in Computer Lab** ~

Part 1 - Building Computer Confidence
 New to using a computer? Hands-on learning on how to use mouse & keyboard.
 ➤ **Leominster:** 5/2 9:00am – 11:30am

Part 2 - Introduction to Internet
 Learn internet basics, using browsers and search engines actively online.
 ➤ **Leominster:** 5/9 9:00am – 11:30am

Part 3 - Introduction to Email ♦♦
 Create an Email account, learn how to send/receive email and attach documents.
 ➤ **Leominster:** 5/16 9:00am – 12:00am

Part 4 - Working with Microsoft Word
 Work in Microsoft Word to learn the basics in creating and saving a document.
 ➤ **Leominster:** 5/23 9:00am – 12:00pm



Must know how to use PC, Mouse and be able to do basic navigation on the Internet for the workshops



MASSACHUSETTS ONE-STOP CAREER CENTERS

A proud partner of the [americanjobcenter](http://americanjobcenter.org) network

♦♦ (Intro to Email) to use existing email address, bring email address & password with you