



SKILLS . JOBS . CAREERS

Professional Career Services

Selected List of Workshops, Seminars and Groups

Job Search

- [21st Century Job Search](#)
- [Mastering Behavioral Questions](#)
- [Create a Resume that POPS! \(2-Part Seminar\)](#)
- [Get Your Resume into Human Hands](#)
- [Handling Age-Related Questions](#)
- [Networking for Introverts](#)
- [Personal Branding](#)
- [Tips from HR](#)
- [Using Age to your Advantage](#)

Career Exploration

- [HIRE Opportunity \(6-Week Peer Support Group\)*](#)
- [Job Search Strategy Groups \(6-Week Group\)*](#)
- [Your New Career \(3-Part Seminar: Find New Options, Evaluate the Options, Implement a Successful Career Transition\)](#)

* HIRE Opportunity and Job Search Strategy Groups are held periodically throughout the year. Please contact us for the next start date(s).

Social Media Guidance

- [LinkedIn - Mastering the Basics](#)
- [LinkedIn - Creating a Targeted Profile](#)
- [LinkedIn - Advanced Strategies](#)
- [LinkedIn - Clinic](#)

Social Media Guidance for Small Businesses

- [LinkedIn for Small Businesses](#)
- [Facebook for Small Businesses](#)

Continue reading for workshop descriptions. To register for a workshop, click on the corresponding links above.

Take the Next Step in Your Career. Contact Us Today.

Email us at: inquiry@jvs-boston.org
or call us at: (617) 399-3299

21st Century Job Search

If you haven't looked for a job in a while, you'll find that the job search process isn't what it used to be. In fact, it's so much more! This workshop will cover what has changed, what steps you need to take to find a job, and what resources can help you along the way.

After completing this workshop, you will be able to:

- Understand the role technology is playing in the job search process
- Target your experience and skills to employers more effectively
- Follow job search steps that will lead you to a career, not just a job
- Allow time to nourish and care for yourself during this important process

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Mastering Behavior Questions

More and more, employers are asking candidates behavioral interview questions. They use these questions to learn about how you have responded to circumstances in the past, so they can anticipate how you might respond in the future (when you are employed at their company). Don't be caught off guard! Learn how to prepare for these questions and demonstrate your fit for the job.

After completing this workshop, you will be able to:

- Prepare for a range of behavioral questions
- Demonstrate your best attributes while succinctly telling your story
- Practice answering a few questions

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Create a Resume that Pops! (2-Part Seminar)

Join our in-house resume writing expert for a 2-part series designed to take your resume from generic to awesome. Learn and apply strategies for writing resume content that POPS! We will focus on tackling the most difficult parts of the resume (Summary and Work History) and each participant will leave with an Applicant Tracking System (ATS) Friendly formatted resume to use with online applications.

Prerequisites:

All participants must bring a printed copy of a job posting that is of interest to you (for practice purposes), as well as a flash drive with a current draft resume. Experience with creating Word documents and intermediate English proficiency required. Experience with ONETonline.org is recommended, but not required.

Session 1: Resume Writing Clinic

We'll begin by uncovering the strategy behind what makes a powerful and effective resume that gets the

Create a Resume that Pops! (2-Part Seminar)(cont.)

attention of an employer. Using your current resume as a starting point, you will begin to produce your own customized content.

Session 2: Resume Formatting Lab

Using the content you began developing in Session one, you will spend this session dropping your new content into an ATS-friendly format. You'll leave with a resume formatted to get past the resume robots and make an impression that will help you land that next interview.

Capacity: 8 | Cost: \$60 for Both Seminars | Duration: 2.0 Hours (1st Session) & 1.5 Hours (2nd Session)

Get Your Resume into Human Hands

This workshop provides information on the computerized applicant tracking systems that screen your resume to determine if the hiring manager will see it. You will learn why these systems exist, how widespread they are, and how to optimize your resume so that it will get past the computer and into human hands. You will practice identifying key words in job descriptions, and you will learn the common formatting features and content issues that may cause you to get screened out.

After completing this workshop you will be able to:

- Identify keywords that you need to include in your resume
- Recognize the formatting features that will “confuse” applicant tracking systems
- Modify both the content and the formatting of your resume to improve your chances of having your resume looked at by a human being

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Handling Age-Related Questions

Do you wonder how best to answer the age-related questions employers ask in an interview (whether they should or not!)? Come learn what employers are concerned about and how to overcome their objections.

Capacity: 15 | Cost: \$25 | Duration: 1.5 Hours

Networking for Introverts

If you've heard that networking is an essential part of the job search, but the thought of it makes you cringe, come learn some strategies that make the process more tolerable by capitalizing on the strengths of introverted or shy personalities.

This workshop will focus on:

- Addressing the negative self-talk that can get in the way
- Redefining networking so that it no longer feels toxic
- Handling large events and one-on-one networking opportunities

Capacity: 15 | Cost: \$25 | Duration: 1.5 Hours

Personal Branding

Personal Branding is a key component to effectively marketing yourself in the professional workplace. It's part of the conversation between you and your audience whether it be customers, colleagues, or employers. By establishing a strong personal brand you are creating a vision, a promise, or an idea in the minds of others.

In this class we will discuss the importance of identifying and creating a brand, tools to help you create that brand, how to communicate that brand and maintaining it across platforms.

There will be time for Q&A and you will leave with answers to your most pressing questions.

Capacity: 10 | Cost: \$25 | Duration: 1.5 Hours

Tips from HR

Ever wonder what HR really thinks when they read your resume or interview you? In this webinar, we'll share advice that HR professionals and recruiters across many industries wish they could tell you in person. Here's the inside scoop that you need to "get that job!"

After attending this webinar you will be able to:

- Create and submit a resume that positions you to your best advantage.
- Present yourself most effectively in an interview.
- Communicate appropriately and confidently throughout the hiring process.
- There will be time for Q&A and you will leave with answers to your most pressing questions.

Capacity: 10 | Fee: \$25 | Duration: 1.5 Hours

Using Age to Your Advantage

This workshop focuses on the age-related issues that can arise when you're looking for a job and provides practical suggestions for dealing with them. Through interactive exercises, you will identify the many ways that being your age can actually benefit an employer. You will learn strategies for "getting in the door" for an interview as well as strategies for handling age-related questions you may encounter once you go for the interview. After completing this workshop you will be able to:

- Understand what's behind the objections that seem to be about age
- Recognize the specific benefits you bring to an employer precisely because of your age
- Overcome age-related objections that some employers may have

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Career Exploration

Hire Opportunity (6-Week Peer Support Group)

HIRE OPPORTUNITY is a *FREE* intensive and dynamic 6-week group that provides eligible job seekers with customized services and support in a small group setting.

Goals:

- Approach your job search with renewed energy and focus
- Sharpen your job search skills and strategies with advice from professionals
- Exchange ideas, information, experiences, and job leads with group members

Benefits of Participating:

- Group activities and peer support
- Assignments to advance your job search using tools not available in other workshops
- Accountability to yourself and your peers by setting and meeting weekly goals
- Customized job search support and targeted job referrals
- Small group limited to 10 people

Job Search Strategy Groups (6-Week Groups)

Joining with others to achieve a goal can be more successful than going it alone. Group members often have better ideas (and more courage) for each other than they do for themselves.

Working with our experienced facilitators and being supported by 6 - 8 fellow members, you will:

- Set goals
- Report on your progress and challenges
- Receive and give support
- Share resources and leads
- Gain self confidence

We offer Success Teams for women only, men only, co-ed, mature workers, etc.

SkillScan: Identify Your Transferrable Skills

For those changing careers, the biggest question is, “What occupations value my skill set?” During this session, you will have the opportunity to use a skills card sort assessment to determine your proficiency and interest in various skill sets, including your capacity to learn new skills. You will learn about the fields and industries in which your skills are most commonly used.

After completing this workshop you will be able to:

- Identify the skills you would most like to use in your next career
- Identify the occupations in which your skills are most commonly used
- Explore ways to use this information with other traditional inventories to develop a complete view of occupations that might be a good fit for you

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Your New Career (3-Part Seminar)

Want to do something different for a living, but not sure what? Wondering how to figure it out, and what steps can help you make a successful change?

This series will take you from the thinking stage, to making a choice, to getting a head start on a successful job search. You will learn more about yourself, how to find job options in tune with your interests and skills, and practical nuts and bolts for starting a successful job search.

Session I: Your New Career: Find New Options

Thinking of changing jobs/careers? Want to find more options? In this workshop, we will use assessment exercises and access resources to help you better understand your own unique combination of skills and interests and help identify job options that fit you and your needs.

After completing this workshop, you will be able to:

- Understand how your different interests and skills fit together
- Use the results of 2 career assessments and your sharpened understanding to continue identifying additional job/career options that might work for you
- Gather essential information on the practicality of each major option

Session 2: Your New Career: Evaluate the Options

Session 1 is a pre-requisite for Sessions 2 & 3

Now that you have identified job/career options that may fit you, we analyze and discuss the pros and cons of each. You will then identify additional information needed to complete your overall analysis. Lastly, we will explore how to test the market before making final choices of job targets to pursue.

Your New Career (3-Part Seminar) (cont.)

After completing this workshop, you will be able to:

- Continue your analysis of the options that may work for you
- Identify the most promising job option(s) for initial exploration
- Test the market
- Determine whether additional option(s) should be explored
- Requirement: Have completed Session 1 plus the related assignment

Session 3: Implement a Successful Career Transition

Now that you have identified and honed in on a number of career options, we will focus on exercises and discussion to help you make sure you are aiming in the right direction before proceeding full-steam ahead. Finally, we will work on some especially helpful preparation to get a leg up on your job search.

After completing this workshop, you will be prepared to:

- Reach a firm conclusion as to the best 1 or 2 new career/job choices to target in an active job search
- Summarize the unique benefits you can offer employers, and communicate those benefits through resumes, interviews, networking and other communications
- Complete helpful, sometimes under-emphasized, initial preparations for a successful search

Session 1 | Capacity: 20 | Cost: Free | Duration: 1.5 Hours

Session 2 & 3 | Capacity: 20 | Cost: \$45 for Both Seminars | Duration: 1.5 Hours Each

Social Media Guidance

LinkedIn - Mastering The Basics

LinkedIn is currently the largest professional networking platform used by professionals, hiring managers, recruiters, job seekers and business owners.

In this workshop, we will focus on:

- Creating a basic profile
- Navigating the LinkedIn interface
- Managing important privacy settings
- Connecting and building a network on LinkedIn
- Customizing your LinkedIn URL

Capacity: 20 | Cost: Free | Duration: 1.5 Hours

LinkedIn - Creating A Targeted Profile

various sections of your profile to increase your visibility to your connections, hiring managers and recruiters.

In this workshop, we will focus on:

- Tailoring your headline with keywords to increase traffic to your profile
- Composing and formatting your summary for maximum visibility
- Utilizing the job search function (job search alerts, applying on LI, etc.)

Capacity: 20 | Cost: Free | Duration: 2.0 Hours

LinkedIn - Advanced Strategies for Online Networking

Learn tips & tricks of networking and utilizing existing information on LinkedIn to support your strategic job search goals.

This workshop will focus on:

- Boosting visibility and establishing your brand
- Expanding and nurturing your network/ network etiquette
- Using LinkedIn for research (jobs, companies, etc.)

Capacity: 10 | Cost: \$25 | Duration: 2.0 Hours

LinkedIn - Clinic

To fully utilize your LinkedIn account, you should be updating your profile and maintaining your activity periodically.

In this hands-on workshop, each participant will receive:

- A review of their current profile
- Suggestions for improving visibility and content (i.e. adding sections, removing or adding information and keywords, etc.)
- Technical assistance for editing your profile and managing your settings

Capacity: 5 | Cost: \$25 | Duration: 1.5 Hours

LinkedIn for Small Businesses

Need to promote your business online but not sure where to start? A LinkedIn business page may help.

In this workshop, you will learn:

- How to create a Business Page from start to finish
- How to navigate between admin view and public view
- Best practices for maintaining and promoting your business page
- This workshop will require a laptop.

Capacity: 10 | Cost: \$25 | Duration: 2.0 Hours

Facebook for Small Businesses

Need to promote your business online but not sure where to start? A Facebook business page may help.

In this workshop, you will learn:

- How to create a Business Page from start to finish
- How to navigate between admin view and public view
- Best practices for maintaining and promoting your business page
- This workshop will require a laptop.

Capacity: 10 | Cost: \$25 | Duration: 2.0 Hours