



Youth Workshop Catalog

ValleyWorks Career Center Youth Workshops

Do you provide services to YOUTH?

Did you know ValleyWorks Career Center offers 10 to 12 workshops each month to assist youth and young adults to acquire job search skills, to become job ready and to prepare for future career success.

Our workshops are offered on a rotating schedule for our members at both ValleyWorks Career Center locations. For the most up-to-date information on events, workshops, job fairs, training programs, news and other ValleyWorks services check our website

www.valleyworks.cc
or consult our staff

Do you have Workforce Development Workshop needs?

ValleyWorks Career Center contracts with Schools, Agencies, Community Groups, Youth Service Providers, Businesses, Associations, & Non-Profit Organizations to offer Workshops designed to assist Youth (ages 14 - 21) in acquiring job search skills, becoming job ready, exploring occupations, career interests and skills, creating career development plans, exploring career training opportunities, gaining computer skills, and other similar workforce development topics.

ValleyWorks Career Center can work with your organization to provide workshops at the Career Center or at your location.

What are the fees for a workshop?

Needs vary and so do our fees. ValleyWorks Career Center can design a customized premium program just for you or your group that includes one workshop or a series of workshops.

We can also work with your organization to provide one or more of the workshops listed in this Youth Workshop Catalog that will meet your needs. To discuss your needs and/or our fees contact

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How can a Youth become a member of ValleyWorks Career Center and attend a workshop?

It is as easy as 1-2-3 to attend a workshop at the Career Center

Step 1: Call or come to either Career Center Location, sign-up for the next Youth Welcome Session. These sessions are offered each Tuesday at 1:00 pm in Lawrence and each Thursday at 1:00 pm in Haverhill.

Step 2: Attend a Youth Welcome Session and fill out an application form (parent or guardian must sign the application if the youth is under the age of 18). Meet with our staff, learn about our services, obtain a membership card, then ask staff to register you for the workshop of interest.

Step 3: Plan to arrive EARLY on the day and time of the workshop, check in at the front desk and let staff know you are at ValleyWorks Career Center for a workshop.

Easy as 1-2-3!

Does ValleyWorks Career Center offer workshops to help YOUTH obtain a GED or study for the MCAS?

YES!

Our Self-Paced Learning Services (**SPLS**) offers both Youth and Adult members the opportunity to study and practice for the MCAS test or the GED. These services cannot be delivered outside of our computer lab. For the current **SPLS** schedule, contact our staff or visit our website at www.valleyworks.cc

Also many of our Youth Training Programs (WIA eligibility required) allow Youth the opportunity to earn a GED.

YOUTH WORKSHOP DESCRIPTIONS

Workshops offered regularly at ValleyWorks Career Center:

These workshops are appropriate for youth or young adults and will assist the participants to enhance job skills:

Youth Welcome Session Provides participants the opportunity to become a member of the Career Center, learn about the many services, learn how to access services and workshops of interest and to have a brief meeting with a Youth Career Counselor.

Youth Self-Paced Learning Services Self-Paced Learning Services allows participants to study at their own pace. Participants can study and prepare for taking the MCAS, G.E.D, to improve basic skills to prepare for training, learn how to use or improve skills using popular computer software programs including Microsoft Office, or create a résumé, improve work readiness skills, improve English skills using *Rosetta Stone*, and improve typing and keyboarding skills.

Work Ready Youth Workshop A **2-Part** Certificate Program. Part 1 is designed to help prepare participants to meet employers, prepare to complete an application & successfully contact employers.

Part 2 provides assistance developing and typing a basic skills résumé. To earn a Work Ready Youth Certificate participants must attend and complete Part 1 & 2 and all assignments. Completion of a Work Ready Youth Certificate is an eligibility requirement for many Youth Programs.

ABC's to an Easier Job Search Prepares participants to launch a job search and plan a strategy for success. Gain an understanding of the numerous job search techniques and resources available to plan and conduct a focused and highly effective job search.

Job Search on Massachusetts Job Quest (MJQ) Participants learn how to use Massachusetts Job Quest to market their skills to employers, post a résumé for employers to review, to find job leads and company information.

Job Search Club Start off on the right foot. Get motivated and inspired; sharpen your job search skills by joining this group that meets regularly to focus on the development of strategies that will lead to interviews and job offers.

Résumé Assistance Provides assistance to create, edit, update, format, finalize, or ask questions about a résumé.

Résumé Writing Beyond Basics Designed for the participant who wants to create a highly competitive résumé. Participants learn how to enhance a basic skills résumé and take it to the next level to compete for scholarship or internship applications or very competitive jobs. A résumé is a very important marketing tool in today's competitive marketplace.

Cover Letters Participants learn how to create a strong cover letter to complement their résumé and grab the employers' interest.

Interviewing Techniques Participants learn to market their skills and experience with confidence during the interview and practice handling common interview questions asked by employers.

Small Business Administration (SBA) Overview This overview is designed for the future entrepreneur. The workshop will help participants gain a better understanding of the various SBA programs and services available for prospective and current entrepreneurs who need help exploring, starting or expanding a business.

BASIC COMPUTER WORKSHOPS

Intro to Computers Designed to introduce participants to computers and basic software.

Intro to MS Word Provides participants with a basic overview of Microsoft Word.

Intro to MS Excel Provides participants with a basic overview of Microsoft Excel functions and the use of formulas.

ADDITIONAL YOUTH WORKSHOPS OFFERED

ValleyWorks Career Center would be happy to discuss contracting with you to bring any of the following workshops to your school or location, or discussing the details of how you might bring your students or youth group to one of our locations for a workshop. Don't see what you need? Please talk to us about developing a customized workshop to meet your needs. Our professional staff is available to develop or customize a workshop or a series of workshops for you at **very reasonable fees** or at no cost when eligibility is met.

These workshops are appropriate for youth and young adults and will help build workforce readiness or job search skills:

Welcome to the Career Center Provides participants the opportunity to learn about the services that a One Stop Career Center offers.

Work Ready Youth Workshop ** A 2-Part Certificate Program. Part 1 is designed to help prepare participants to meet employers, prepare to complete an application & successfully contact employers. Part 2 provides assistance developing and typing a basic skills résumé. To earn a Work Ready Youth Certificate participants must attend and complete Part 1 & 2 and all assignments. Completion of a Work Ready Youth Certificate is an eligibility requirement for many Youth Programs.

Résumé Basics ** Provides participants the opportunity to create a basic one page skills résumé.

What Does a ? Do? Helps participants learn about STEM occupations related to their interests, for example if a student likes animals he/she might explore what a Zoologist does, and what type of courses he/she would want to study to prepare for a career that matches his/her interests.

ABC's to Creating a Career Plan Learn what a career plan is, how to use it and why having a career plan is a strategy for success.

What is MassCIS? ** Participants learn how to set up a profile and use the Massachusetts Career Information System (MassCIS) to take assessments, learn about occupations, salaries, and more.

\$\$ Money Basics \$\$ Start off on the right foot with money. Learn about a budget, what is the difference in net and gross pay and other cool facts about earning money.

** Denotes workshops that have specific technology needs to be delivered at your site.

Connecting School and Work

Workshops that support elements of the *Massachusetts Work Based Learning Plan (MWBLP)*.

Work Ethic and Professionalism

Motivation in the Workplace Designed to help participants understand the importance of goal setting. Corresponds with the (MWBLP) "Motivation and Taking Initiative."

Safety in the Workplace Designed to help participants gain an awareness of the importance of safety in the workplace and increase participants knowledge of the responsibilities of an employee for workplace safety. Corresponds with the (MWBLP) "Understanding Workplace Culture, Policy and Safety."

Understanding the Workplace Designed to help participants comprehend the workplace environment. What they can expect and what will be expected of them as employees. Corresponds with the (MWBLP) "Understanding the Workplace Culture, Policy and Safety."

Attendance and Punctuality Designed to help participants understand the importance of being punctual and dependable in the workplace. Corresponds with the (MWBLP) "Attendance and Punctuality."

Accepting Direction and Constructive Criticism Designed to help participants gain a better understanding of the importance of taking direction, and accepting and giving constructive criticism in the workplace. Corresponds with the (MWBLP) "Accepting Direction and Constructive Criticism."

Your Image in the Workplace Designed to help participants comprehend the importance of their appearance in job searching and in the workplace. Corresponds with the (MWBLP) "Workplace Appearance."

Communication and Interpersonal Skills

Speaking Designed to help participants experience the importance of speaking clearly and using language appropriate to the environment. Corresponds with the (MWBLP) "Speaking."

Listening Designed to help participants understand the importance of listening attentively both in school and in the workplace. Corresponds with the (MWBLP) "Listening."

Interacting with Co-Workers Designed to help participants understand the importance of good interaction with peers both in school and in the workplace. Corresponds with the (MWBLP) "Interacting with Co-Workers."

STEM Work Ready Youth Workshop A 2-Part program (for ages 9-14). Part 1 Designed to help younger students learn about STEM occupations, how school learning and school courses connect to the workplace and what employers expect in the workplace. Part 2 Designed to help students learn about the importance of and how to use the *MWBLP*.