



Workforce Issuance

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☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: October 29, 2021

Subject: **Accenture Instructor-Led Workshops for MassHire Customers**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, staff and partners of a series of free professional instructor - led workshops designed to assist MassHire customers to get a job and build skills to succeed in the job.

Background: Accenture, a global consulting firm, has offered MassHire a “Day of Service” as part of their mission to give back to the community. Accenture will host and facilitate a variety of state-wide instructor-led workshops for MassHire customers. The workshops are free of charge and the target audience is job seekers that are interested in increasing their career building skills.

The instructor-led workshop topics include Career Planning, Interviewing, Online Networking and Digital Literacy components - Word, Excel and PowerPoint.

Workshop Schedule

- Career Planning – Monday, November 8th - 10-11:30am
- Interviewing – Wednesday, November 10th - 10-11:30am
- On-line Networking – Friday, November 12th - 10-11:30am
- Digital Literacy/WORD – Monday, November 15th - 3-4pm
- Digital Literacy/EXCEL – Wednesday, November 17th - 4-5pm
- Digital Literacy/PowerPoint – Friday, November 19th - 5-6pm

Accenture will host the instructor-led workshops via Microsoft Teams virtual platform.

Sign up for the workshops through Eventbrite at the links below:

[Accenture / MassHire - Career Planning Workshop](#)

[Accenture / MassHire - Interviewing Workshop](#)

[Accenture / MassHire - Online Networking Workshop](#)

[Accenture / MassHire - Microsoft Word Workshop](#)

[Accenture / MassHire - Microsoft Excel Workshop](#)

[Accenture / MassHire - Microsoft PowerPoint Workshop](#)

Action

Requested: 1. Please share this issuance with managers and staff.
2. Please share the attached Accenture Instructor-Led Workshop Offerings flyer with your MassHire customers.

Attachments: A- Accenture Instructor-Led Workshops Offerings – Flyer
B- Accenture Instructor-Led Workshops Descriptions for MassHire Customers

Effective: Immediately

Inquiries: Please contact Rosemary Alexander at rosemary.alexander@detma.org or Sacha Stadhard at sacha.stadhard@detma.org

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