



Accenture is a global consulting firm assisting companies with professional development, technology, and working with organizations to create change. As part of Accenture's mission to give back to the community, they are offering a series of professional workshops to MassHire customers, *free of charge*.

The following courses are being offered:



FREE

Career Planning:

This course addresses the importance of career planning, helps participants begin processing their career assessment results, and shows how strengths and interests can map to potential careers.

Date: Monday, November 8th / **Time:** 10am – 11:30am

Click here to register: [Accenture / MassHire - Career Planning Workshop](#)

Interviewing:

The Interviewing blended learning curriculum covers common types of interviews, frequently asked interview questions, and how to prepare for an interview. Instructors will demonstrate a successful interview.

Date: Wednesday, November 10th / **Time:** 10am – 11:30am

Click here to register: [Accenture / MassHire - Interviewing Workshop](#)

Online Networking:

Using discussions and activities, participants will develop and share personal brand statements, consider how social media can affect one's brand, and create or update a LinkedIn profile that supports their personal brand.

Date: Friday, November 12th / **Time:** 10am – 11:30am

Click here to register: [Accenture / MassHire - Online Networking Workshop](#)

Word:

Using discussions and activities, this course will show participants the importance of Microsoft Word and will provide an overview of the basic features in Word, including how to add bullets and numbering and ensure proper alignment and spacing; creating and formatting a resume in Word using given templates and information.

Date: Monday, November 15th / **Time:** 3pm – 4 pm

Click here to register: [Accenture / MassHire - Microsoft Word Workshop](#)

Excel:

This course will show participants the importance of Microsoft Excel and will provide an overview of the basic features and functions in Excel, including how to format a cell and worksheet and how to sort and filter data.

Date: Wednesday, November 17th / **Time:** 4pm – 5pm

Click here to register: [Accenture / MassHire - Microsoft Excel Workshop](#)

PowerPoint:

This course will show participants the importance of Microsoft PowerPoint and provide an overview of basic features and functions in PowerPoint, including managing & viewing slides, adding shapes & text boxes, and using themes in a presentation.

Date: Friday, November 19th / **Time:** 5pm – 6pm

Click here to register: [Accenture / MassHire - Microsoft PowerPoint Workshop](#)

After registering on Eventbrite, registrants will receive TEAMS login details located in the Eventbrite confirmation email.

Contact your local [MassHire Career Center](#) for more information!