



EVERYBODY MATTERS

MAY 2018

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1	2 <i>Resume & Cover Letters</i> 10:00-11:30 am	3	4 <i>CIES & Secure Jobs Orientation</i> 10:00-11:30 am	5
6	7 <i>Intro to HCEC Financial Assistance Programs</i> 1:45-3:30 pm	8 <i>First Time Home Buyers</i> 5:30-8:30pm	9 <i>Interviewing Skills</i> 10:00-11:30 am <i>Fair Housing</i> 2:00-3:30 pm	10 <i>Banking</i> 10:00-11:30 am	11 <i>CIES & Secure Jobs Orientation</i> 10:00-11:30 am	12
13	14 <i>Intro to HCEC Financial Assistance Programs</i> 1:45-3:30 pm	15 <i>CORI</i> 10:00-11:30 am <i>First Time Home Buyers</i> 5:30-8:30pm	16 JOB FAIR 10:00-12:00pm	17 <i>Credit</i> 10:00-11:30 am	18 <i>CIES & Secure Jobs Orientation</i> 10:00-11:30 am	19
20	21 <i>Intro to HCEC Financial Assistance Programs</i> 1:45-3:30 pm	22 <i>Intro to Word</i> 10:00-11:30 am <i>First Time Home Buyers</i> 5:30-8:30pm	23 <i>SSI/SSDI</i> 10:00-11:30 am <i>Housing Search</i> 2:00-3:30 pm	24 <i>Lending</i> 10:00-11:30 am	25 <i>CIES & Secure Jobs Orientation</i> 10:00-11:30 am	26
27	28 <i>Intro to HCEC Financial Assistance Programs</i> 1:45-3:30 pm	29 <i>Internet Job Search</i> 10:00-11:30 am	30 <i>Creative Job Search</i> 10:00-11:30 am	31 <i>Budgeting</i> 10:00-11:30 am		

<p>Interviewing Skills:</p> <p>Teaches participants the basics about the job application process and interviewing for a job. Topics include: interview preparation, common interview questions, how to handle gaps in your employment history, and references.</p>	<p>Intro to Word & Intro to Excel:</p> <p>These workshops teach the basics of Microsoft Word and Microsoft Excel which are used to create and edit documents. Topics include opening, saving, typing and formatting documents.</p>	<p>Intro to HCEC Financial Services:</p> <p>This workshop is designed to provide information regarding different services that SMOC provides, as well as an in-depth look at financial assistance programs offered by the Housing Consumer Education Center (HCEC).</p>
<p>Resume & Cover Letters:</p> <p>This workshop is for those who have never written a resume before or have a limited work history and gaps in employment. The importance of and how to write a cover letter and thank you letter will also be covered.</p>	<p>Housing Search Skills:</p> <p>This workshop is designed to assist with the effective search of private housing. Topics include apartment search and applications, presentation when applying and what to ask and look for prior to moving in. Offered through SMOC's Housing Consumer Education Center.</p>	<p>Banking:</p> <p>This workshop is designed explain the basics of banking. Topics include types of banking accounts, credit unions vs banks, how to balance a checking account and how to open a bank account. Offered through SMOC's Housing Consumer Education Center.</p>
<p>I Got The Job Now What?:</p> <p>Learn the basic steps to managing conflict. Discover how your actions help or hurt a situation, and how you can turn conflicts into opportunities to resolve problems and strengthen relationships.</p>	<p>Affordable Housing:</p> <p>This workshop provides resources to different types of affordable housing. Topics covered include; state and federal public housing, section 8 voucher program, Massachusetts voucher program, elderly and disabled housing and how to apply and appeal if necessary. Offered through SMOC's Housing Consumer Education Center.</p>	<p>Lending:</p> <p>This workshop is designed to be a resource explaining different types of loans. Topics the value of a loan, types of loans, how to evaluate a loan, rent to own homes and discusses eligibility for accessing the Axuda loan program through DCU bank. Offered through SMOC's Housing Consumer Education Center.</p>
<p>Creative Job Search:</p> <p>There is a hidden job market out there! Come learn how to research targeted companies, network and develop a 30 second positioning statement. etc.</p>	<p>Fair Housing:</p> <p>This workshop is designed to educate tenants on housing discrimination. Topics include types of discrimination, reporting discrimination and fair housing laws. Offered through SMOC's Housing Consumer Education Center.</p>	<p>Credit:</p> <p>This workshop is designed to teach the importance of credit, how to understand your credit score, credit reports, how to build credit and steps to take to improve credit and dispute credit reports. Offered through SMOC's Housing Consumer Education Center.</p>
<p>Internet Job Search:</p> <p>The Internet makes it much easier to search for a job, if you know what to look for. Come learn how to search for a job, post your résumé online, locate top employment websites and find job postings that fit your interests and career path.</p>	<p>How to be a Smart Tenant:</p> <p>This workshop explores the relationship between tenants and landlords. Topics include; preparing for move-in, types of tenancies, rental agreements, reasonable accommodations, foreclosed properties and evictions. Offered through SMOC's Housing Consumer Education Center.</p>	<p>Budgeting:</p> <p>This workshop is designed to be a resource on how to budget effectively. Topics include how to develop a budget, different types of expenses and creating a savings plan. Offered through SMOC's Housing Consumer Education Center.</p>
<p>Your C.O.R.I & Employment:</p> <p>This workshop prepares participants on how to handle questions on job applications and questions and answers about the effects of a criminal record on employment. CORI applications to request a CORI copy will be available upon request.</p>	<p>SMOC 7 Bishop St Framingham, MA 01702</p> <p>To register for workshops please call 508-620-2677</p>	<p>Applying for SSI / SSDI:</p> <p>This workshop provides a brief overview of both the SSI and SSDI programs, preparing for the application process and what to expect. Available community resources that assist individuals with applying and appealing decisions will also be discussed.</p>