

## Scheduled Event Attendance Summaries

This report lists summaries for all scheduled events that have attendance recorded in MOSES for the office(s) and dates selected. Attendance at unscheduled events entered into MOSES through Mass Entry will not show up on this report.

[To see past scheduled events that have unrecorded attendance, please refer to the MOSES Report titled Unrecorded Event Attendance Report. This production report is useful; however it is flawed, since it only displays one unrecorded event per day, even if more than one event has unrecorded attendance. If interested, a more accurate Crystal version is available from Mike Doak.]

Parameters are included in this report to allow the user to select one or more offices, a specific date range, and whether to report on job seeker events or employer events.

Summary data for each event is broken down by:

- Number of events scheduled
- Number of participants attending
- Average number of participants attending
- Number of participants scheduled
- Percent of those scheduled who attended
- Maximum number of participants allowed
- Percent of the maximum who attended

Subtotals are included for each office selected, as well as grand totals.

Questions, comments, and suggestions should be referred to Mike Doak at [MDoak@detma.org](mailto:MDoak@detma.org), or 508.786.0928.

# Job Seeker Workshop Attendance Summaries - 7/1/06 to 9/30/06

10/13/06

	<u># Workshops Scheduled</u>	<u># Attended/Avg</u>	<u># Scheduled</u>	<u>% of Scheduled</u>	<u>Maximum / % of Max</u>
<b><u>Career Center of Massachusetts - A</u></b>					
Acing the Interview	3	34	11	46	74%
Building Confidence	1	4	4	5	80%
Career Center Seminar	25	464	19	607	76%
Cover Letters	3	39	13	54	72%
Electronic Resume	3	19	6	27	70%
Federal Job Search	1	12	12	14	86%
Goal Setting & Taking Action	1	8	8	13	62%
How To Work a Job Fair	2	12	6	15	80%
Internet Job Search	3	17	6	23	74%
Intro to Computers	3	20	7	27	74%
Intro to MS Access XP	6	44	7	48	92%
Introduction to Windows	3	26	9	30	87%
Microsoft Excel Seminar	1	14	14	14	100%
MS Excel XP Level I	4	31	8	37	84%
MS PowerPoint XP Level I	5	39	8	47	83%
MS Word XP Level I	5	37	7	44	84%
NEG / Trade Services Workshop	2	2	1	4	50%
Networking Works	1	6	6	10	60%
Positive Thinking For Success	1	14	14	15	93%
Presenting a Professional Image	2	9	5	11	82%
Resume Development	6	79	13	103	77%
Skills Assessment	3	33	11	44	75%
TABE Testing	1	1	1	1	100%
Using Age to Advantage	3	34	11	44	77%
Using Age to Advantage (Standby)	1	1	1	2	50%
<b>Office Totals</b>	<b>89</b>	<b>999</b>	<b>11</b>	<b>1,285</b>	<b>78%</b>

## **Career Center of Massachusetts - B**

Acing the Interview	2	10	5	14	71%
Assertive Communication	1	7	7	11	64%
Building Confidence	1	8	8	9	89%
Career Center Seminar	25	217	9	246	88%
Cover Letters	3	20	7	27	74%
Cover Letters Standby	1	1	1	1	100%
Develop Your Self-Marketing Pitch	3	19	6	21	90%
Electronic Resume	3	13	4	17	76%
Grant Funded Trng Prop Wrkshp	1	2	2	3	67%
How to Work a Job Fair	1	5	5	8	63%
Internet Job Search	3	14	5	19	74%
Introduction to Myers-Briggs (MBTI)	1	7	7	8	88%
Mass Rehab Services 1PM	1	1	1	1	100%
Mass Rehab Services 2PM	1	1	1	1	100%
Networking Works!	2	18	9	19	95%
Resume Development	3	12	4	19	63%

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<b>Career Center of Massachusetts - B</b>					
Resume Review	3	19	6	22	86% 26 73%
Skills Assessment	3	22	7	26	85% 32 69%
Stress Management	1	6	6	8	75% 10 60%
TABE Testing	5	8	2	8	100% 43 19%
Using Age to Advantage	3	24	8	28	86% 30 80%
Using Age to Advantage-Standby	1	1	1	2	50% 3 33%
<b>Office Totals</b>	<b>68</b>	<b>435</b>	<b>6</b>	<b>518</b>	<b>84% 630 69%</b>

## Career Center of Massachusetts - C

Acing the Interview	4	41	10	56	73% 60 68%
Assertiveness Training	1	17	17	21	81% 20 85%
Building Confidence	1	11	11	13	85% 20 55%
Career Center Seminar	38	563	15	647	87% 761 74%
Comm w/Confidence Info - standby	1	2	2	2	100% 10 20%
Communicate w/Confidence Info	1	18	18	24	75% 25 72%
Communicate w/Confidence Series	1	14	14	22	64% 25 56%
Cover Letters	3	37	12	47	79% 60 62%
DevelopYour Marketing Pitch	4	31	8	40	78% 60 52%
Electronic Resume	3	21	7	24	88% 30 70%
Getting Started in Business	1	16	16	20	80% 25 64%
How To Work A Job Fair	2	14	7	19	74% 30 47%
Internet Job Search	3	19	6	29	66% 30 63%
Intro to Excel Level 1	7	60	9	70	86% 70 86%
Intro to Excel Level 1 (Standby)	2	2	1	2	100% 20 10%
Intro to MS Access XP	6	47	8	56	84% 60 78%
Intro to MS Access XP (Standby)	2	3	2	3	100% 20 15%
Intro to PCs	3	25	8	30	83% 30 83%
Intro to PowerPoint Level 1	6	52	9	60	87% 60 87%
Intro to PowerPoint Lvl 1 (Standby)	1	1	1	1	100% 10 10%
Intro to Windows	4	35	9	43	81% 42 83%
Intro to Word Level 1	7	55	8	64	86% 70 79%
Intro to Word Level 1 (Standby)	1	2	2	2	100% 10 20%
Managing Your Job Search	2	15	8	21	71% 30 50%
MS Excel XP Level 2	6	56	9	61	92% 60 93%
MS PowerPoint XP Level 2	6	42	7	47	89% 60 70%
MS Word XP Level 2	6	50	8	56	89% 60 83%
MS Word XP Level 2 (Standby)	2	2	1	2	100% 20 10%
Myers-Briggs Type Indicator (MBTI)	2	7	4	8	88% 35 20%
Networking Works	3	35	12	48	73% 61 57%
Positive Thinking for Success	1	9	9	11	82% 20 45%
Presenting A Professional Image	3	11	4	19	58% 45 24%
Resume Development	4	55	14	72	76% 80 69%
Resume Development (Standby)	1	2	2	2	100% 10 20%
Resume Review	3	22	7	44	50% 45 49%
Skills Assessment	4	46	12	61	75% 80 58%
Using Age to Advantage	3	36	12	43	84% 60 60%
<b>Office Totals</b>	<b>148</b>	<b>1,474</b>	<b>10</b>	<b>1,790</b>	<b>82% 2,214 67%</b>

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	<u># Workshops Scheduled</u>	<u># Attended/Avg</u>	<u># Scheduled</u>	<u>% of Scheduled</u>	<u>Maximum / % of Max</u>	
<b>Grand Totals</b>	<b>305</b>	<b>2,908</b>	<b>10</b>	<b>3,593</b>	<b>81%</b>	<b>4,316 67%</b>

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