


April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
<u>Career Center Seminar</u> 11:30–1:30	<u>Occupational Skills</u> 9:00–11:00 <u>Basic Computer Skills</u> (<u>Session 2 of 2</u>) 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 1</u> 9:00–11:30 <u>Interviewing Skills</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<u>Get Your Motor Runnin'</u> 9:30–12:30 <u>Mass Rehab</u> (by appointment only) <u>How to Work Your Network *</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	
10	11	12	13	14
<u>Career Center Seminar</u> 11:30–1:30	<u>Using Age to Your Advantage</u> 9:00–11:00 <u>MS Office (Word)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>MBTI</u> 2:00–4:30	<u>O*NET and TORQ</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<u>Speaking Up—Speaking Well</u> 9:00–11:30 <u>Interviewing Skills</u> 9:30–12:00 <u>Mass Rehab</u> (by appointment only) <u>InterviewStream Info Session</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	

If you cannot attend a workshop you are registered for, please call us at 978-825-7200 so we can make room for another participant. Thank you!

* Compact session, held at the Peabody Access Point (Peabody Institute Library, 82 Main St., Peabody).

Monday	Tuesday	Wednesday	Thursday	Friday
17	18	19	20	21
 <p><i>Patriots' Day</i></p>	<u>MS Office (Excel)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 2</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<u>Interviewing Skills</u> 9:30–12:00 <u>Mass Rehab</u> (by appointment only) <u>Occupational Skills *</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	
24	25	26	27	28
<u>Career Center Seminar</u> 11:30–1:30	<u>Occupational Interests</u> 9:00–11:00 <u>MS Office (Outlook)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Salary Negotiation</u> 2:00–4:30	<u>LinkedIn: Level 1</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<u>Interviewing Skills</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	



Anyone arriving more than five minutes late for a workshop will not be admitted.



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