



August 2018

- Classrooms open fifteen minutes prior to each workshop.
- Anyone arriving more than five minutes late for a workshop will not be admitted.
- Room directions can be found on our office's front door.

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		<u>LinkedIn: Level 1</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>Career Center Seminar</u> 2:00–3:30	<u>Coping with Job Loss and Managing Your Time</u> 9:00–11:30 <u>How to Work Your Network</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–3:30	
6	7	8	9	10
<u>SCSEP¹ Information Session</u> 11:00–12:00 <u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Values</u> 9:00–11:00 <u>MS Office (Outlook)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 2</u> 9:00–11:30 <u>Using Age to Your Advantage</u> 9:30–12:00 <u>Career Center Seminar</u> 2:00–3:30	<u>Salary Negotiation</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Interviewing Fundamentals *</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–3:30	
13	14	15	16	17
<u>Career Center Seminar</u> 11:30–1:00	<u>MS Office (PowerPoint)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>Interviewing Skills</u> 2:00–4:30	<u>Occupational Interests</u> 9:30–12:00 <u>Career Center Seminar</u> 2:00–3:30	<u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–3:30	

¹ SCSEP = Senior Community Service Employment Program

Monday	Tuesday	Wednesday	Thursday	Friday
20 <u>Career Center Seminar</u> 11:30–1:00	21 <u>Basic Computer Skills (Session 1 of 2)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>Occupational Skills</u> 2:00–4:30	22 <u>LinkedIn: Level 1</u> 9:00–11:30 <u>Career Center Seminar</u> 2:00–3:30	23 <u>Mass Rehab</u> (by appt. only) <u>Interviewing Practice *</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–3:30	24
27 <u>Career Center Seminar</u> 11:30–1:00	28 <u>MBTI</u> 9:00–11:00 <u>Basic Computer Skills (Session 2 of 2)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00	29 <u>LinkedIn: Level 2</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>Career Center Seminar</u> 2:00–3:30	30 <u>Speaking Up—Speaking Well</u> 9:00–11:30 <u>Interviewing Skills</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–3:30	31

- Customers may sign up for workshops over the phone, 978-825-7200, or in person at our front desk.
- Unless otherwise noted, all workshops are held at our Salem Office (70 Washington Street, Salem).
- Workshops with an asterisk (*) are compact sessions held at the Peabody Access Point: Peabody Institute Library (82 Main Street, Peabody), Technology Lab (2nd floor, past Eben Dale Sutton Room).