



December 2014 Workshop Schedule
SALEM: 70 Washington Street – 978-825-7200 / LYNN: 181 Union Street – 781-593-0585
GLOUCESTER: 5 Pleasant Street – 978-283-4772 / WEBSITE: nscareers.org



WORKSHOP	DESCRIPTION	LYNN	SALEM
Cover & Thank-You Letters	Review guidelines for writing compelling, memorable letters that showcase your key skills and help you stand out from the crowd. Includes hands-on practice. Lynn: <i>Cover and thank-you letters will be covered in the Résumé Writing Workshop.</i>		12/2: 9:30–12:00
Interviewing Skills	Learn strategies to increase your effectiveness and confidence, including preparation, presenting your key skills, responding to challenging questions, responding to behavioral interview questions, asking questions, and follow-up. Includes interview practice.	12/3, 12/18: 9:30–12:00	12/11: 9:30–12:00
LinkedIn (Level 1 or Level 2)	How do you present yourself on the Internet? Sit down at the PC and practice enhancing your brick-and-mortar networking by making your professional brand visible on LinkedIn. This includes your profile, recommendations and skills endorsements, groups, and strategic moves. Prerequisite: Phone interview with workshop facilitator for placement at Level 1 or Level 2. Please call 978-825-7223.		[1] 12/3, 12/10, 12/23: [2] 12/17: 9:30–12:00
Myers-Briggs Type Indicator (MBTI)	Use this assessment tool to understand four dimensions of personality Type and how your results connect to specific careers / job titles, career decision making, and the job search process.	12/9: 9:30–12:00	12/12: 10:30–1:00
Networking Skills	Review the fundamentals of professional branding and visibility; identify how to build, strengthen, and expand your network. Includes hands-on practice.		12/16: 9:30–12:00
Occupational Skills	Learn about different types of skills and identify your skills using a variety of approaches. Determine your motivated skills (the ones you most enjoy using) and your transferable skills—all culminating in ideas about how they can be used in different careers and positions.		12/30: 9:30–12:00
Résumés and Cover and Thank-You Letters	Learn how to create an effective marketing tool that highlights and positions your key skills, experience, and credentials relevant to the types of positions you want. Recommended if you have no résumé, an out-of-date résumé, or are transferring skills to a different occupation. Attendance is required to receive an individual résumé review from your workshop facilitator. Lynn: <i>Review guidelines for writing compelling cover and thank-you letters that showcase your key skills, are memorable, and help you stand out from the crowd.</i> Salem: <i>Cover and thank-you letters will be covered in a separate workshop (see above).</i>	12/2, 12/11, 12/16, 12/30: 9:30–12:00	12/4, 12/9, 12/18, 12/29: 9:30–12:00
Social Security Disability Benefits and Work	Gain a basic understanding of Social Security benefits for individuals with disabilities, how income from work affects these benefits, and the work incentive programs available to help individuals ease back into the workforce. Other topics include health insurance and other available state benefits. Facilitated by a BenePLAN Community Work Incentives Coordinator.	12/19: 10:00–11:30	
Using Age to Your Advantage	Learn how to recognize and address negative stereotypes (your own as well as potential employers') about mature workers, and identify your many positive qualities and strengths.	12/17: 9:30–12:00	



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CAREER CENTER SEMINARS

SALEM

Mondays: 2:00–3:30pm

Tuesdays: 2:00–3:30pm

Thursdays: 4:00–5:30pm

LYNN

Tuesdays: 2:00–3:30pm

Wednesdays: 9:00–10:30am

Thursdays: 2:00–3:30pm

GLOUCESTER

To Be Announced

Staff Referral for Individual Appointments:

MASS. REHAB: Salem – By Appointment Only

ABE/ESOL/GED INFORMATION: Salem – Wednesdays; Lynn – Tuesdays

NATIONAL SENIOR NETWORK: Salem – Fridays; Lynn – Wednesdays