





# December 2017

- 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
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>
<u>Career Center Seminar</u> 11:30–1:00	<u>MBTI</u> 9:00–11:00  <u>MS Office (Excel)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <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> 2:00–3:30	<u>Coping with Job Loss and Managing Your Time</u> 10:00–12:30  <u>Interviewing Skills</u> 9:30–12:00  <u>Mass Rehab</u> (by apt. only)  <u>Career Center Seminar</u> 2:00–3:30	<u>North Shore Professional Networking Group</u> 10:30–12:00 ( <i>Peabody Institute Library of Danvers</i> )
				<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Interests</u> 9:00–11:00  <u>MS Office (Outlook)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <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>ABE/ESOL/HiSET Information</u> (by appointment only)  <u>Career Center Seminar</u> 2:00–3:30	<u>Interviewing Skills</u> 9:30–12:00  <u>Mass Rehab</u> (by apt. only)  <u>How to Work Your Network *</u> 1:30–3:00  <u>Career Center Seminar</u> 2:00–3:30	

Monday	Tuesday	Wednesday	Thursday	Friday
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Skills</u> 9:00–11:00  <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>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> 2:00–3:30	<u>Occupational Values</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>Career Center Seminar</u> 2:00–3:30	
  <b>CLOSED FOR CHRISTMAS DAY</b>  	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
	<u>Career Center Seminar</u> 11:30–1:00	<u>O*NET and TORQ</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> 2:00–3:30	<u>Speaking Up—Speaking Well</u> 9:00–11:30  <u>Résumé Writing</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>Career Center Seminar</u> 2:00–3:30	

- 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, Eben Dale Sutton Room / Technology Lab, 82 Main Street, Peabody).