




February 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
			<u>Salary Negotiation</u> 9:30–12:00 <u>Coping with Job Loss and Managing Your Time</u> 10:00–12:30 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–3:30	
5	6	7	8	9
<u>SCSEP¹ Information Session</u> 11:00–12:00 <u>Career Center Seminar</u> 11:30–1:00	<u>MBTI</u> 9:00–11:00 <u>MS Office (Outlook)</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>Mass Rehab</u> (by appt. only) <u>Résumé Writing *</u> 1:30–3:00 <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>
12	13	14	15	16
<u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Interests</u> 9:00–11:00 <u>MS Office (PowerPoint)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>O*NET and TORQ</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> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–3:30	

¹ SCSEP = Senior Community Service Employment Program

Monday	Tuesday	Wednesday	Thursday	Friday
19	20	21	22	23
 <p><i>Office closed for Presidents' Day</i></p>	<p><u>Occupational Skills</u> 9:00–11:00</p> <p><u>Basic Computer Skills (Session 1 of 2)</u> 10:00–12:00</p> <p><u>Career Center Seminar</u> 11:30–1:00</p> <p><u>Interviewing Skills</u> 2:00–4:30</p>	<p><u>LinkedIn: Level 1</u> 9:00–11:30</p> <p><u>Résumé Writing</u> 9:30–12:00</p> <p><u>ABE/ESOL/HiSET Information</u> (by appointment only)</p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	<p><u>How to Work Your Network</u> 9:30–12:00</p> <p><u>Mass Rehab</u> (by appt. only)</p> <p><u>Interviewing Fundamentals</u> * 1:30–3:00</p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	<p><u>North Shore Professional Networking Group</u> 10:30–12:00 (Peabody Institute Library of Danvers)</p>
26	27	28		
<p><u>Career Center Seminar</u> 11:30–1:00</p>	<p><u>Speaking Up—Speaking Well</u> 9:30–12:00</p> <p><u>Basic Computer Skills (Session 2 of 2)</u> 10:00–12:00</p> <p><u>Career Center Seminar</u> 11:30–1:00</p> <p><u>Résumé Writing</u> 2:00–4:30</p>	<p><u>LinkedIn: Level 2</u> 9:00–11:30</p> <p><u>Interviewing Skills</u> 9:30–12:00</p> <p><u>ABE/ESOL/HiSET Information</u> (by appointment only)</p> <p><u>Career Center Seminar</u> 2:00–3:30</p>		

- 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).