

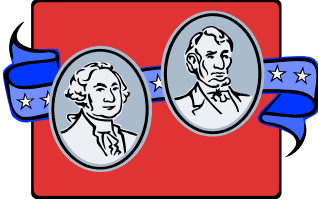


February 2019

- 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
4	5	6	7	1
<u>SCSEP¹ Information Session</u> 11:00–12:00 <u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Interests</u> 9:00–11:00 <u>MS Office (Word)</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 1</u> 9:00–11:30 <u>ABE/ESOL/HiSET Information (by appointment only)</u> <u>Career Center Seminar</u> 2:00–3:30	<u>Mass Rehab (by appt. only)</u> <u>Interviewing Fundamentals *</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>
11	12	13	14	8
<u>Career Center Seminar</u> 11:30–1:00	<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 2</u> 9:00–11:30 <u>ABE/ESOL/HiSET Information (by appointment only)</u> <u>Career Center Seminar</u> 2:00–3:30	<u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab (by appt. only)</u> <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>

¹ SCSEP = Senior Community Service Employment Program

Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
 <p><i>Office closed for Presidents' Day</i></p>	<p><u>MS Office (Outlook)</u> 10:00–12:00</p> <p><u>Career Center Seminar</u> 11:30–1:00</p> <p><u>Occupational 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 (by appointment only)</u></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 Practice *</u> 1:30–3:00</p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	
25	26	27	28	
<p><u>Career Center Seminar</u> 11:30–1:00</p>	<p><u>Using Age to Your Advantage</u> 9:00–11:00</p> <p><u>MS Office (PowerPoint)</u> 10:00–12:00</p> <p><u>Career Center Seminar</u> 11:30–1:00</p> <p><u>MBTI</u> 2:00–4:30</p>	<p><u>LinkedIn: Level 2</u> 9:00–11:30</p> <p><u>Speaking Up—Speaking Well</u> 9:30–12:00</p> <p><u>ABE/ESOL/HiSET Information (by appointment only)</u></p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	<p><u>Résumé Writing</u> 9:00–11:30</p> <p><u>Interviewing Skills</u> 9:30–12:00</p> <p><u>Mass Rehab</u> (by appt. 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 (82 Main Street, Peabody), Technology Lab (2nd floor, past Eben Dale Sutton Room).