

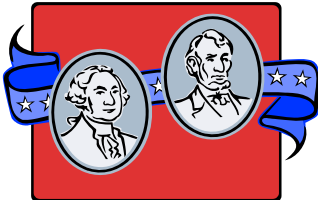


# February 2019

- 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
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>
<u>SCSEP<sup>1</sup> Information Session</u> 11:00–12:00	<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>
				<b>8</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
	<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>

<sup>1</sup> SCSEP = Senior Community Service Employment Program

Monday	Tuesday	Wednesday	Thursday	Friday
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
 <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>	
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	
	<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 (2<sup>nd</sup> floor, past Eben Dale Sutton Room).