



# January 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	3	4	5
 <b>Happy New Year!</b>	<u>Career Center Seminar</u> 11:30–1:00	<u>LinkedIn: Level 2</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>Interviewing Skills</u> 9:00–11:30  <u>Salary Negotiation</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>Career Center Seminar</u> 2:00–3:30	<u>Get Going on That Job Search</u> 10:00–1:00 
8	9	10	11	12
<u>Career Center Seminar</u> 11:30–1:00  <u>Stay Focused on That Job Search</u> 1:30–4:30 	<u>Occupational Interests</u> 9:00–11:00  <u>Basic Computer Skills (Session 1 of 2)</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>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>Résumé Writing</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>Occupational Skills *</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>
15	16	17	18	19
<i>Office closed for Martin Luther King Day</i>	<u>MBTI</u> 9:00–11:00  <u>Basic Computer Skills (Session 2 of 2)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <u>How to Work Your Network</u> 2:00–4:30	<u>LinkedIn: Level 2</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>Interviewing Skills</u> 9:00–11:30  <u>Get Your Motor Runnin'</u> 9:30–12:30  <u>Mass Rehab</u> (by appt. only)  <u>Career Center Seminar</u> 2:00–3:30	

Monday	Tuesday	Wednesday	Thursday	Friday
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Skills</u> 9:00–11:00  <u>MS Office (Word)</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>Speaking Up—Speaking Well</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>MBTI</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>29</b>	<b>30</b>	<b>31</b>		
<u>Career Center Seminar</u> 11:30–1:00	<u>Occupational Values</u> 9:00–11:00  <u>MS Office (Excel)</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>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		

- *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).*