



# 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
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
 <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 
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<u>SCSEP<sup>1</sup> Information Session</u> 11:00–12:00  <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 (Peabody Institute Library of Danvers)
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<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	

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

Monday	Tuesday	Wednesday	Thursday	Friday
<b>22</b> <u>Career Center Seminar</u> 11:30–1:00	<b>23</b> <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	<b>24</b> <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	<b>25</b> <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	<b>26</b> <u>North Shore Professional Networking Group</u> 10:30–12:00 (Peabody Institute Library of Danvers)
<b>29</b> <u>Career Center Seminar</u> 11:30–1:00	<b>30</b> <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	<b>31</b> <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).