




January 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
	1  Happy New Year!	2 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–3:30	3 <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	4 <u>North Shore Professional Networking Group</u> 10:30–12:00 (Peabody Institute Library of Danvers)
7 <u>SCSEP¹ Information Session</u> 11:00–12:00	8 <u>Occupational Interests</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	9 <u>Résumé Writing</u> 9:00–11:30 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–3:30	10 <u>Get Your Motor Runnin'</u> 9:30–12:30 <u>Mass Rehab</u> (by appt. only) <u>MBTI</u> * 1:30–3:00 <u>Career Center Seminar</u> 2:00–3:30	11 <u>LinkedIn: Level 1</u> 10:00–12:30
14	15 <u>Occupational Skills</u> 9:00–11:00 <u>MS Office (PowerPoint)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>Résumé Writing</u> 2:00–4:30	16 <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	17 <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	18 <u>North Shore Professional Networking Group</u> 10:30–12:00 (Peabody Institute Library of Danvers)

¹ SCSEP = Senior Community Service Employment Program

Monday	Tuesday	Wednesday	Thursday	Friday
21	22	23	24	25
<p><i>Office closed for Martin Luther King Day</i></p>	<p><u>Coping with Job Loss and Managing Your Time</u> 9:30–12:00</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>LinkedIn: Level 1</u> 2:00–4:30</p>	<p><u>Résumé Writing</u> 9:00–11:30</p> <p><u>How to Work Your Network</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>Interviewing Skills</u> 9:30–12:00</p> <p><u>Mass Rehab (by appt. only)</u></p> <p><u>Résumé Writing *</u> 1:30–3:00</p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	
28	29	30	31	
	<p><u>Occupational Values</u> 9:00–11:00</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>O*NET and TORQ</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 (by appointment only)</u></p> <p><u>Career Center Seminar</u> 2:00–3:30</p>	<p><u>Speaking Up—Speaking Well</u> 9:00–11:30</p> <p><u>Résumé Writing</u> 9:30–12:00</p> <p><u>Mass Rehab (by appt. only)</u></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).