


# July 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>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<u>SCSEP<sup>1</sup> Information Session</u> 11:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <u>Résumé Writing</u> 2:00–4:30	<u>MS Office (PowerPoint)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <u>LinkedIn: Level 1</u> 2:00–4:30	  <i>Office closed for Independence Day</i>	<u>Mass Rehab (by appt. only)</u>  <u>Career Center Seminar</u> 2:00–3:30  <u>LinkedIn: Level 2</u> 2:00–4:30	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<u>Financial Literacy</u>  9:30–11:00  <u>Career Center Seminar</u> 11:30–1:00	<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>Résumé Writing</u> 9:30–12:00  <u>Career Center Seminar</u> 2:00–3:30	<u>Mass Rehab (by appt. only)</u>  <u>MBTI</u> * 1:30–3:00  <u>Career Center Seminar</u> 2:00–3:30	
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<u>Career Center Seminar</u> 11:30–1:00	<u>Basic Computer Skills (Session 2 of 2)</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 1</u> 9:00–11:30  <u>Résumé Writing</u> 9:30–12:00  <u>Career Center Seminar</u> 2:00–3:30	<u>Using Age to Your Advantage</u> 9:00–11:30  <u>Interviewing Skills</u> 9:30–12:00  <u>Mass Rehab (by appt. only)</u>  <u>Career Center Seminar</u> 2:00–3:30	

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

Monday	Tuesday	Wednesday	Thursday	Friday
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<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>O*NET and TORQ</u> 2:00–4:30	<u>LinkedIn: Level 2</u> 9:00–11:30  <u>Interviewing Skills</u> 9:30–12:00  <u>Career Center Seminar</u> 2:00–3:30	<u>Occupational Skills</u> 9:30–12:00  <u>Mass Rehab</u> (by appt. only)  <u>Résumé Writing *</u> 1:30–3:00  <u>Career Center Seminar</u> 2:00–3:30	
<b>30</b>	<b>31</b>			
<u>Career Center Seminar</u> 11:30–1:00	<u>Speaking Up—Speaking Well</u> 9:30–12:00  <u>MS Office (Excel)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:00  <u>Interviewing Skills</u> 2:00–4:30			

- 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 (82 Main Street, Peabody), Technology Lab (2<sup>nd</sup> floor, past Eben Dale Sutton Room).