

# May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<u>Career Center Seminar</u> 11:30–1:30	<u>Occupational Skills</u> 9:00–11:00  <u>MS Office (PowerPoint)</u> 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:30  <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 1</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> 2:00–4:00	<u>Coping with Job Loss and Managing Your Time</u> 9:00–11:30  <u>Mass Rehab</u> (by appt. only)  <u>MBTI</u> * 1:30–3:00  <u>Career Center Seminar</u> 2:00–4:00	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<u>Career Center Seminar</u> 11:30–1:30	<u>Basic Computer Skills</u> (Session 1 of 2) 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:30  <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> 2:00–4:00	<u>Speaking Up—Speaking Well</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> 2:00–4:00	
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<u>Career Center Seminar</u> 11:30–1:30	<u>Occupational Values</u> 9:00–11:00  <u>Basic Computer Skills</u> (Session 2 of 2) 10:00–12:00  <u>Career Center Seminar</u> 11:30–1:30	<u>Interviewing Skills</u> 9:30–12:00  <u>ABE/ESOL/HiSET Information</u> (by appointment only)  <u>Career Center Seminar</u> 2:00–4:00	<u>Mass Rehab</u> (by appt. only)  <u>Résumé Writing</u> * 1:30–3:00  <u>Career Center Seminar</u> 2:00–4:00	

If you cannot attend a workshop you are registered for, please call us at 978-825-7200 so we can make room for another participant. Thank you!

\* Compact session, held at the Peabody Access Point (Peabody Institute Library, 82 Main St., Peabody).

Monday	Tuesday	Wednesday	Thursday	Friday
<b>22</b> <u>Career Center Seminar</u> 11:30–1:30	<b>23</b> <u>Using Age to Your Advantage</u> 9:00–11:00 <u>MS Office (Word)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30	<b>24</b> <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<b>25</b> <u>Interviewing Skills</u> 9:30–12:00 <u>Mass Rehab (by appt. only)</u> <u>Career Center Seminar</u> 2:00–4:00	<b>26</b>
<b>29</b> <b>MEMORIAL DAY</b> 	<b>30</b> <u>Occupational Interests</u> 9:00–11:00 <u>MS Office (Excel)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30	<b>31</b> <u>O*NET and TORQ</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> 2:00–4:00		



Anyone arriving more than five minutes late for a workshop will not be admitted.

