




November 2017

- 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
		<u>Speaking Up—Speaking Well</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–3:30	<u>Mass Rehab</u> (by appt. only) <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)
6	7	8	9	10
<u>Career Center Seminar</u> 11:30–1:00	<u>MS Office (PowerPoint)</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 2</u> 9:00–11:30 <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>Career Center Seminar</u> 2:00–3:30	
13	14	15	16	17
<u>Career Center Seminar</u> 11:30–1:00 <u>Interviewing Skills</u> 2:00–4:30	<u>Basic Computer Skills (Session 1 of 2)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00 <u>Occupational Interests</u> 2:00–4:30	<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>How to Work Your Network</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Interviewing Fundamentals *</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) <u>LinkedIn: Level 1</u> 1:30–4:00

Monday	Tuesday	Wednesday	Thursday	Friday
20	21	22	23	24
<u>Career Center Seminar</u> 11:30–1:00	<u>Résumé Writing</u> 9:00–11:00 <u>Basic Computer Skills</u> (Session 2 of 2) 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:00	<u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–3:30	<p><i>Office closed</i></p> 	
27	28	29	30	
<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>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 (by appt. only)</u> <u>Interviewing Practice *</u> 1:30–3:00 <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).