


November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		<u>LinkedIn: Level 1</u> 9:00–11:30 <u>Speaking Up—Speaking Well</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	<u>Salary Negotiation</u> 9:00–11:30 <u>Mass Rehab</u> (by appt. only) <u>Résumé Writing</u> * 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	<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> 11:30–1:30	<u>MS Office (PowerPoint)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <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> 2:00–4:00	<u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	
13	14	15	16	17
<u>Career Center Seminar</u> 11:30–1:30 <u>Interviewing Skills</u> 2:00–4:30	<u>Basic Computer Skills</u> (Session 1 of 2) 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Occupational Interests</u> 2:00–4:30	<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> 2:00–4:00	<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> 2:00–4:00	<u>North Shore Professional Networking Group</u> 10:30–12:00 (Peabody Institute Library of Danvers)

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

* Compact session, held at the Peabody Institute Library (Eben Dale Sutton Room / Technology Lab), 82 Main St., Peabody

Monday	Tuesday	Wednesday	Thursday	Friday
20 <u>Career Center Seminar</u> 11:30–1:30	21 <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> 11:30–1:30	22 <u>ABE/ESOL/HiSET Information</u> (by appointment only) <u>Career Center Seminar</u> 2:00–4:00	23 <i>Office closed</i> 	24
27 <u>Career Center Seminar</u> 11:30–1:30	28 <u>Occupational Skills</u> 9:00–11:00 <u>MS Office (Word)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30	29 <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> 2:00–4:00	30 <u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Interviewing Practice</u> * 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	



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



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