

- **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.**
- **Workshop offerings will vary by month.**

Workshop	Description
Basic Computer Skills	Take a big step into computer literacy so you can take your job search in stride. If you have little to no computer experience, then this workshop is for you. It is split into two modules, two hours each, held on consecutive Tuesday mornings. This workshop will boost your comfort level with the various parts of a computer, managing files and folders, and using key applications and the Internet.
Coping with Job Loss and Managing Your Time	Coping with job loss is a difficult and challenging task. The loss of a job impacts everyone differently, but some common themes include financial strain, anger and frustration, and difficulty adjusting to daily structure. Join us in this workshop to connect with other job seekers and learn about strategies to help you cope, manage your time, and prioritize your goals.
Get Going on That Job Search	These are two special workshop modules, connected to each other. We welcome Linda King, Professional Certified Coach, presenter, and published author. These two workshop modules (three hours each) will enable you to “hit the ground running” on your job search, or re-energize you if you’re in a slump. You will receive a copy of Linda’s workbook, and follow-up calls or meetings will be offered to keep you on track. Get Going on That Job Search —At the end of this workshop, you will have in place: a complete job-search action plan; a 12-week schedule to carry it out; strategies for planning each week; strategies for breaking down each task; and a plan for the first of the 12 weeks.
Stay Focused on That Job Search	Stay Focused on That Job Search —At the end of this workshop, you will have learned about the following: prioritizing tasks; dealing with distractions; setting realistic goals; using commitments to increase follow through; getting and using support; creating job search routines; and overcoming obstacles.
Get Your Motor Runnin’	Get a new perspective on your job search through a blend of fun, interactive, and creative exercises designed to open your mind to fresh possibilities. After a variety of ice-breaker activities, you will create a vision board (collage) based on your interests, priorities, and goals. We’ll look at the power of affirmations and positive thinking, stress management techniques, and maintaining momentum. Put some humor and fine-tuning in your job search, and build a foundation to get that job you’ll love.
How to Work Your Network	In this workshop, you will find out how to work on being more visible and approachable so as to build, strengthen, and expand your network. You will become more at ease with the prospect of presenting who you are professionally, including the things you have to offer in the process, even while you are between jobs. Includes hands-on practice of crafting your personal brand message.
Interviewing Skills	Learn strategies to increase your effectiveness and confidence, including preparation, presenting your key skills, responding to challenging questions, responding to behavioral interview questions, asking questions, and follow-up. Includes interview practice.
LinkedIn: Level 1	How do you present yourself on the Internet? Sit down at the PC and practice enhancing your brick-and-mortar networking by making your professional brand visible and approachable on LinkedIn. This includes your profile, account settings, skills endorsements, groups, recommendations, and strategic moves.
LinkedIn: Level 2	Prerequisite: Phone interview with workshop facilitator to determine which level is right for you. Call 978-825-7223.
Myers-Briggs Type Indicator (MBTI)	Use this assessment tool to understand four dimensions of personality Type and how your results connect to specific careers / job titles, career decision making, and the job-search process.
MS Office (Excel)	Many jobs require knowledge of certain MS Office applications. As one of the workshops we offer as a hands-on introduction to these applications, this workshop covers Excel (for forms and spreadsheets).
MS Office (Outlook)	Many jobs require knowledge of certain MS Office applications. As one of the workshops we offer as a hands-on introduction to these applications, this workshop covers Outlook (for e-mail and calendars).
MS Office (PowerPoint)	Many jobs require knowledge of certain MS Office applications. As one of the workshops we offer as a hands-on introduction to these applications, this workshop covers PowerPoint (for slide presentations).



Workshop Overview (Page 2)



Salem: 70 Washington Street • 978-825-7200
Peabody: Peabody Institute Library (Access Point), 82 Main Street, Peabody
www.nscareers.org

Workshop	Description
MS Office (Word)	Many jobs require knowledge of certain MS Office applications. As one of the workshops we offer as a hands-on introduction to these applications, this workshop covers Word (for text documents such as cover letters and résumés).
Occupational Skills	Learn about different types of skills and identify your skills using a variety of approaches. Determine your motivated skills (the ones you most enjoy using) and your transferable skills—all culminating in ideas about using them for different careers and positions.
O*NET and TORQ	If you are exploring possible occupations, then you can find the nitty-gritty on the O*NET . Another online tool you might like is TORQ , which can help you identify suitable alternatives to occupations you have had. This workshop offers a hands-on introduction to these tools, along with pointers on marketing your specific knowledge, skills, and abilities. <i>Prerequisite: JobQuest membership (needed for TORQ access). Sign up for free, and in a few minutes, at www.mass.gov/jobquest.</i>
Occupational Interests	Using a card sort (deck of cards), take a look at your skills and interests and identify 2–3 common themes. Explore how these themes can help you create a focus for your career exploration and / or job search.
Occupational Values	Using a card sort, take a close look at your career values. Helping others? Creativity? Precision work? Location? Identify how your values fit with your past and present career options and decision making.
North Shore Professional Networking Group	This group is a partnership between the Peabody Institute Library of Danvers (www.danverslibrary.org) and the North Shore Career Center. Meetings are open, and held on select Friday mornings, 10:30–12:00, at the Library (15 Sylvan Street, Danvers). Most meetings are facilitated by North Shore Career Center staff. For more information, there is a LinkedIn companion group you can join: www.linkedin.com/groups/1874431 .
Résumé Writing	Your résumé is your most important marketing tool. The cover letter is the sales pitch to go with your résumé. Learn how to highlight your value, and how to position your key skills, experience, and credentials relevant to the types of positions you want. This workshop is recommended especially if you have no résumé, an out-of-date résumé, or are transferring skills to a different occupation. Attendance is required for an individual résumé and cover-letter review from your workshop facilitator.
Salary Negotiation	Negotiating pay and other perks is the ultimate sales part of your job search. You want at your fingertips what it takes to close the deal, to help you answer employers' salary-related questions and build your value strategically. Hands-on practice included.
Speaking Up—Speaking Well	Clammy hands and cotton mouth? If a fear of public speaking is holding you back, or you're a seasoned presenter who hasn't had the chance to practice lately, this workshop is for you. We'll warm up with exercises and practice communicating in a supportive, non-threatening, and fun environment. And you'll see an improvement in your ability to think on your feet in your next interview. Each workshop will be different, so you can participate just once or every month.
Using Age to Your Advantage	Learn how to recognize and address negative stereotypes (your own as well as potential employers') about mature workers, and identify your many positive qualities and strengths.

Career Center Seminars

Mondays: 11:30am–1:00pm
 Tuesdays: 11:30am–1:00pm
 Wednesdays: 2:00–3:30pm
 Thursdays: 2:00–3:30pm

Staff Referral for Individual Appointments

ABE/ESOL/HiSET Information: Wednesdays
 Mass. Rehab: Thursdays