

LAWRENCE LOCATION:  
 255 ESSEX STREET  
 LAWRENCE, MA 01840  
 (978) 722-7000  
 WWW.MASSHIREMVCC.COM



HAVERHILL LOCATION:  
 NORTHERN ESSEX  
 COMMUNITY COLLEGE  
 671 KENOZA STREET  
 HAVERHILL, MA 01830  
 (978) 241-4730

## WORKSHOP CALENDAR - APRIL 2019

**NOTE:**

YOU MUST **CALL** AND PRE-REGISTER FOR ALL WORKSHOPS. ARRIVE EARLY.  
 CALL AND CANCEL IF UNABLE TO ATTEND. SOME WORKSHOPS REQUIRE PREREQUISITE.  
 PLEASE PARK YOUR CAR AT A LOCAL GARAGE. BUCKLEY GARAGE WILL BE VALIDATED ½.

**NOTA:**

DEBE **LLAMAR** Y REGISTRARSE PARA TODOS LOS TALLERES. REGRESE TEMPRANO.  
 LLAME Y CANCELE SI NO PUEDES ASISTIR. ALGUNOS TALLERES REQUIEREN REQUISITO.  
 POR FAVOR PARQUE SU CARRO EN UN GARAJE LOCAL. EL GARAJE DE BUCKLEY SERÁ VALIDADO ½.

Mon	Tue	Wed	Thu	Fri
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Networking for Professional (H)</b> 1:00pm  Type Your Resume (L) 2:00pm	Interviewing with Confidence (L) 9:30am  Intro to Word (L) 10:00am Marketing Your Maturity (L) 1:00pm	SPLS (L) 9:00am <b>Mastering the Phone Interview (H)</b> 9:30am Resume Write It Right (L) 10:00am <b>Marketing Your Maturity (H)</b> 1:15pm Resume Write It Right (SP) (L) 2:00pm	Intro to Computers (SP) (L) 11:00am  <b>Making Cover Letters Count (H)</b> 1:15pm  SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 2:00pm
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Type Your Resume (SP) (L) 10:00am  <b>Networking for Professionals (H)</b> 1:00pm	Writing Todays Resume (L) 9:30am Intro to Excel (L) 10:00am Optimizing Job Search Events (L) 1:00pm	SPLS (L) 9:00am <b>Interviewing with Confidence (H)</b> 9:30am  <b>Writing Todays Resume (H)</b> 1:15pm  Resume Write It Right (SP) (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 11:00am  Mastering the Phone Interview (L) 1:00pm  SPLS (L) 2:00pm	Intro to Computers (SP) (L) 10:00am
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>OFFICE CLOSED</b>  <b>OFICINA CERRADO</b>  Patriots Day	Making Cover Letters Count (L) 9:30am LinkedIn – Is It for Me (L) 10:00am Writing Todays Resume 1:00pm	<b>Optimizing Job Search Events (H)</b> 9:30am  Resume Write It Right (SP) (L) 10:00am  <b>Making Cover Letters Count (H)</b> 1:15pm	Intro to Computers (SP) (L) 11:00am  <b>Mastering the Phone Interview (H)</b> 1:15pm  SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 10:00am  Intro to Computers (L) 2:00pm
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Type Your Resume (L) 10:00am  Small Business Association (SBA) (L) 1:30pm	Interviewing with Confidence (L) 9:30am  Intro to Word (L) 2:00pm	SPLS (L) 9:00am <b>Writing Todays Resume (H)</b> 9:30am  <b>Interviewing with Confidence</b> 1:15pm Typing with Mavis Beacon (SP) (L) 2:00pm	Intro to Computers (SP) (L) 11:00am  Resume Write It Right (L) 2:00pm  SPLS (L) 2:00pm	Resume Write It Right (SP) (L) 2:00pm
<b>29</b>	<b>30</b>			
Type Your Resume (SP) (L) 2:00pm	Making Cover Letters Count (L) 9:30am Intro to Computers (L) 10:00am Intro to Excel (L) 2:00pm			

**Note:** All workshops are two hours / **Nota:** Todos los talleres son dos horas  
 (SP) = Spanish (L) = Lawrence (H) = Haverhill

Please park your car at a local garage. The Buckley Garage will be validated at ½ price.

## WORKSHOP DESCRIPTIONS

**Interviewing with Confidence:** Knowing how to prepare and present yourself confidently in an interview can make all the difference. Learn how!

**Intro to Computers:** Learn about the different types of computers and their basic functions. Practice how to use a Mouse and Keyboard, Opening & Closing a program, Save As & Save a document, Inserting & Removing a USB. **Prerequisite:** Bring a USB.

**Intro to Excel:** An overview of the basic functions and entering basic formulas in MS Excel. Version 2013.

**Intro to Word:** An overview of the basic functions in MS Word. Version 2013.

**LinkedIn - Is It for Me:** A basic overview of what LinkedIn is and why this phenomenal social media platform is so widely used for job searching and networking.

**Making Cover Letters Count:** Learn how to make your cover letter a confident element or outreach to a potential employer.

**Marketing Your Maturity:** Boost your self-confidence and learn how to market your maturity at any age!

**Mastering the Phone Interview:** Phone screens are your first test with a potential employer. Pass that test with flying colors!

**Resume Write It Right:** Gather all the information that is needed to create a resume. Get some valuable insight when creating and/or editing your resume.

**Self-Paced Learning Services (SPLS):** Want to learn at your own pace? Then this workshop is for you. We have various programs that are essential in today's workplace. Learn a new language (Spanish or English), learn how to type, learn how to type a resume, practice HiSet (formally GED) or how to use Microsoft programs such as Word, Excel, PowerPoint, QuickBooks, Photoshop and much more. Ask the SPLS Monitor about the MS Certificate of Completion Program.

**Small Business Administration (SBA) Connections That Work:** Explore, start, or expand a business. Get a head start or gain a better understanding of the various SBA programs available. Presented in partnership with the U.S. Small Business Administration.

**Type Your Resume:** Time to type your resume. Bring all the necessary information to type a basic resume. **Prerequisite:** Bring a USB.

**Writing Today's Resume:** Have your resume make you more marketable by learning about writing a summary, highlighting your skills and accomplishments, and getting through Applicant Tracking Systems.

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Por favor, parque su carro en un garaje local. El Garaje Buckley será validado a ½ precio.

## TALLERES en ESPAÑOL y SUS DESCRIPCIONES

**Introducción a las Computadoras** (Intro to Computers): Conozca las diferentes clases de computadoras y sus funciones básicas. Practique cómo utilizar un ratón y teclado, abrir y cerrar un programa, guardar y grabar un documento, insertar y remover un USB y aprender algunas de las terminologías utilizadas en la industria de la tecnología. **Prerequisite:** Traer un USB (memoria).

**Mecanografía con Mavis Beacon** (Typing with Mavis Beacon): Llenando una aplicación por el internet o escribiendo un currículum se requiere habilidades de mecanografía y es esencial en la época de hoy. Aprenda o mejore sus habilidades de mecanografía con este programa.

**Escribir un Currículo Correcto** (Resume Write It Right): Reúna toda la información que se necesita para crear un currículum. Obtenga información valiosa al crear y/o editar su currículum.

**Escriba Su Currículo** (Type Your Resume): Ahora es tiempo para escribir su currículum en la computadora. Traiga toda la información necesaria para escribir un currículum básico. **Prerequisite:** Habilidades de utilizar el teclado y ratón. Traer un USB (memoria).

**Servicios para Aprender a Su Ritmo** (Self-Paced Learning Services) (SPLS): ¿Quieres aprender a su propio ritmo? Entonces este taller es para ti. Aprenda inglés o agregue sus habilidades de mecanografía. **Prerequisite:** Habilidades de utilizar el teclado y ratón.