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 LAWRENCE, MA 01840
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HAVERHILL LOCATION:
 NORTHERN ESSEX
 COMMUNITY COLLEGE
 671 KENOZA STREET
 HAVERHILL, MA 01830
 (978) 241-4730

WORKSHOP CALENDAR - DECEMBER 2018

NOTE:
 YOU MUST **CALL** AND PRE-REGISTER FOR ALL WORKSHOPS
 ARRIVE 15 MINUTES EARLY. CALL AND CANCEL IF UNABLE TO ATTEND.
 SOME WORKSHOPS REQUIRE PREREQUISITE, DESCRIPTION ON BACK OF CALENDAR

NOTA:
 DEBE **LLAMAR** Y REGISTRARSE PARA TODOS LOS TALLERES
 LLEGUE 15 MINUTOS ANTES. LLAME Y CANCELE SI NO PUEDES ASISTIR.
 ALGUNOS TALLERES REQUIEREN REQUISITO, DESCRIPCIONES ATRÁS DEL CALENDARIO

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
Networking for Professionals (H) 1:00pm Intro to Computers (SP) (L) 2:00pm	Writing Todays Resume (L) 9:30am Intro to Excel (L) 10:00am Making Cover Letters Count (L) 1:00pm	SPLS (L) Writing Todays Resume (H) 9:00am 9:30am Making Cover Letters Count (H) 1:15pm Typing with Mavis Beacon (SP) (L) 2:00pm	Mastering the Phone Interview (L) 9:30am Resume Write It Right (SP) (L) 10:00am Interviewing with Confidence (L) 1:00pm SPLS (L) 2:00pm	Type Your Resume (SP) (L) 10:00am
10	11	12	13	14
Networking for Professionals (H) 1:00pm	Writing Todays Resume (L) 9:30am Intro to Word (L) 10:00am Making Cover Letters Count (L) 1:00pm Intro to Computers (L) 2:00pm	SPLS (L) 9:00am Mastering the Phone Interview (H) 9:30am Interviewing with Confidence (H) 1:15pm Resume Write It Right (SP) (L) 2:00pm ACT Career Ready 101 (L) 2:00pm	Interviewing with Confidence (L) 9:30am Typing with Mavis Beacon (SP) (L) 10:00am Negotiating Job Offers (L) 2:00pm SPLS (L) 2:00pm	Type Your Resume (L) 10:00am
17	18	19	20	21
Networking for Professionals (H) 1:00pm Small Business Association (L) 1:30pm LinkedIn - Is It for me (L) 2:00pm	Resume Write It Right (L) 10:00am Typing with Mavis Beacon (SP) (L) 2:00pm	SPLS (L) 9:00am Intro to Excel (L) 2:00pm	Resume Write It Right (SP) (L) 10:00am SPLS (L) 2:00pm	
24	25	26	27	28
	<div style="background-color: yellow; padding: 2px; text-align: center; color: red; font-weight: bold;">OFFICE CLOSED</div> <div style="background-color: yellow; padding: 2px; text-align: center; color: red; font-weight: bold;">OFICINA CERRADO</div> <div style="text-align: center; color: gray; font-weight: bold;">Christmas Day</div>	SPLS (L) 9:00am ACT Career Ready 101 (L) 2:00pm	SPLS (L) 2:00pm	
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Note: All workshops are two hours / **Nota:** Todos los talleres son dos horas
 (SP) = Spanish (L) = Lawrence (H) = Haverhill

WORKSHOP DESCRIPTIONS

ACT® Career Ready 101: A self-paced online program offered to assist you in exploring careers, prepare for training, and prepares you to earn an ACT National Career Readiness Certificate (NCRC). **Prerequisite:** Advanced registration required.

Effective Networking: Networking is the #1 way to find a job. Learn how to use this valuable tool in your job search.

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, and learn some of the terminologies used in the technology industry. **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 Phone Interviews: Phone screens are your first test with a potential employer. Pass that test with flying colors!

Negotiating Job Offers: Learn how to market your value, resources to use when negotiating, rules of negotiating, and what is negotiable and non-negotiable.

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.

Premium Services (FEE BASED WORKSHOPS):

Take your Microsoft skills to the next level. We offer *intermediate level* workshops (Version 2013) for Word, Excel, PowerPoint, and Publisher. Each workshop is 3 hours with comprehensive study and hands-on training. Each workshop is \$50 in advance or \$75 the week of the event. Inquire more or register at the membership desk.

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.

Prerequisito: 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. **Prerequisito:** 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. **Prerequisito:** Habilidades de utilizar el teclado y ratón.