

LAWRENCE LOCATION:
78 AMESBURY STREET
LAWRENCE, MA 01840
(978) 722-7000
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HAVERHILL LOCATION:
NORTHERN ESSEX
COMMUNITY COLLEGE
671 KENOZA STREET
HAVERHILL, MA 01830
(978) 241-4730

WORKSHOP CALENDAR - FEBRUARY 2020

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 |
|---|---|--|---|----------------------------|
| 3 | 4 | 5 | 6 | 7 |
| Type Your Resume (ENG & SP) (L) 10:00am | Writing Todays Resume (L) 9:30am Intro to Excel (L) 10:00am Intro to Computers (L) 2:00pm | Making Cover Letters Count (H) 9:30am Resume Write It Right (SP) (L) 10:00am Working with Recruiters (H) 1:00pm Small Business Association (SBA) (L) 1:30pm | Writing Todays Resume (H) 9:30am Interviewing with Confidence (H) 1:15pm | |
| 10 | 11 | 12 | 13 | 14 |
| | Interviewing with Confidence (L) 9:30am Resume Write It Right (L) 10:00am Effective Networking (L) 1:00pm | Negotiating Job Offers (H) 9:30am Resume Write It Right (SP) (L) 10:00am Mastering the Phone Interview (H) 1:15pm | Marketing Your Maturity (L) 9:30am Intro to Google Translate (SP) (L) 11:00am Intro to Computers (SP) (L) 2:00pm | Intro to Word (L) 10:00am |
| 17 | 18 | 19 | 20 | 21 |
| OFFICE CLOSED OFICINA CERRADA President's Day | Negotiation Job Offers (L) 9:30am Making Cover Letters Count (L) 1:00pm | Writing Todays Resume (H) 9:30am | Effective Networking (H) 9:30am Interviewing with Confidence (H) 1:15pm | |
| 24 | 25 | 26 | 27 | 28 |
| Type Your Resume (ENG & SP) (L) 10:00am | Working with Recruiters (L) 9:30am Intro to Computers (L) 10:00am Writing Todays Resume (L) 1:00pm Intro to Words (L) 2:00pm | Marketing Your Maturity (H) 9:30am Resume Write It Right (SP) (L) 10:00am Intro to Computers (SP) (L) 2:00pm | Mastering the Phone Interview (L) 9:30am Intro to Google Translate (SP) (L) 11:00am Interviewing with Confidence (L) 1:00pm | Intro to Excel (L) 10:00am |

Note: All workshops are two hours
(SP) = Spanish

/
(L) = Lawrence

Nota: Todos los talleres son dos horas
(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!

Intro to Computers: Learn about the different types of computers and their basic functions. Practice how to use a Mouse, Open & Close a program, Save As & Save a document, Insert & Remove 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.

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.

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.

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).

Introducción al Programa Microsoft Word: Una visión general de las funciones básicas del programa Microsoft Word. Versión 2013.

Introducción al App Google Translate: Aprenda o agregue a como comunicarse en cualquier idioma con esta increíble aplicación principalmente Español a Inglés o Inglés a Español. **Prerequisite:** Traer su celular.

Escribir un Currículo Correcto (Resume Write It Right): Reúna toda la información que se necesita para crear un 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 usar el teclado y ratón. Traer un USB (memoria).