

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

WORKSHOP CALENDAR - JUNE 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
3	4	5	6	7
Networking for Professional (H) 1:00pm Type Your Resume (SP) (L) 2:00pm	Optimizing Job Search Events (L) 9:30am Intro to Excel (L) 10:00am Writing Todays Resume (L) 1:00pm	SPLS (L) 9:00am Making Cover Letters Count (H) 9:30am Optimizing Job Search Events (H) 1:15pm	Intro to Computers (SP) (L) 11:00am Mastering the Phone Interview (H) 1:15pm Resume Write It Right (SP) (L) 2:00pm SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 10:00am
10	11	12	13	14
Networking for Professionals (H) 1:00pm Small Business Association (SBA) (L) 1:30pm	Making Cover Letters Count (L) 9:30am Interviewing with Confidence (L) 1:00pm Intro to Computers (L) 2:00pm	SPLS (L) 9:00am Writing Todays Resume (H) 9:30am Interviewing with Confidence (H) 1:15pm	Marketing Your Maturity (L) 1:00pm SPLS (L) 2:00pm	Intro to Word (L) 2:00pm
17	18	19	20	21
Type Your Resume (SP) (L) 10:00am Networking for Professionals (H) 1:00pm	Intro to Computers (L) 10:00am Negotiating Job Offers (L) 2:00pm	SPLS (L) 9:00am Resume Write It Right (L) 10:00am Resume Write It Right (SP) (L) 2:00pm	Intro to Computers (SP) (L) 11:00am SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 10:00am
24	25	26	27	28
Type Your Resume (L) 10:00am Networking for Professionals (H) 1:00pm	Writing Todays Resume (L) 9:30am Intro to Word (SP) (L) 10:00am Mastering the Phone Interview (L) 1:00pm Intro to Word (L) 2:00pm	SPLS (L) 9:00am Writing Todays Resume (H) 9:30am Interviewing with Confidence (H) 1:15pm Intro to Computers (SP) (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 11:00am Interviewing with Confidence (L) 1:00pm SPLS (L) 2:00pm	Resume Write It Right (SP) (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 1/2 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, 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!

Negotiating Job Offers: Learn how to market your value, resources to use, 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.

Por favor, parque su carro en un garaje local. El Garaje Buckley será validado a 1/2 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.

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

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.**