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

WORKSHOP CALENDAR - MARCH 2019

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
				1
				Typing with Mavis Beacon (SP) (L) 2:00pm
4	5	6	7	8
Networking for Professional (H) 1:00pm Type Your Resume (L) 2:00pm	Writing Todays Resume (L) 9:30am Intro to Word (L) 10:00am Making Cover Letters Count (L) 1:00pm LinkedIn - Is It for Me (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	Typing with Mavis Beacon (SP) (L) 11:00am Marketing Your Maturity (H) 1:15pm SPLS (L) 2:00pm	Intro to Computers (SP) (L) 10:00am
11	12	13	14	15
Type Your Resume (SP) (L) 10:00am Networking for Professional (H) 1:00pm Small Business Association (L) 1:30pm	Intro to Computers (L) 10:00am Intro to Excel (L) 2:00pm	SPLS (L) 9:00am Resume Write It Right (L) 10:00am Intro to Computers (SP) (L) 2:00pm	Resume Write It Right (SP) (L) 11:00am SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 2:00pm
18	19	20	21	22
Networking for Professional (H) 1:00pm	Interviewing with Confidence (L) 9:30am Marketing Your Maturity (L) 1:00pm	SPLS (L) 9:00am Writing Todays Resume (H) 9:30am Making Cover Letters Count (H) 1:15pm	Mastering the Phone Interview (L) 11:00am SPLS (L) 2:00pm	
25	26	27	28	29
Networking for Professional (H) 1:00pm Type Your Resume (SP) (L) 2:00pm	Writing Todays Resume (L) 9:30am Intro to Excel (L) 10:00am Making Cover Letters Count (L) 1:00pm Intro to Computers (L) 2:00pm	SPLS (L) 9:00am Writing Todays Resume (H) 9:30am Resume Write It Right (SP) (L) 10:00am Making Cover Letter Counts (H) 1:15pm Intro to Computers (SP) (L) 2:00pm	Interviewing with Confidence (H) 1:15pm SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 10:00am

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

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.

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