

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 - MAY 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
		1	2	3
		SPLS (L) 9:00am Making Cover Letters Count (H) 9:30am Mastering the Phone Interview (H) 1:15pm	Intro to Computers (SP) (L) 11:00am Marketing Your Maturity (H) 1:15pm Resume Write It Right (SP) (L) 2:00pm SPLS (L) 2:00pm	Resume Write It Right (L) 10:00am Typing with Mavis Beacon (SP) (L) 2:00pm
6	7	8	9	10
Type Your Resume (SP) (L) 10:00am Small Business Association (SBA) (L) 2:00pm	Mastering the Phone Interview (L) 9:30am Intro to Excel (L) 10:00am Writing Todays Resume (L) 1:00pm LinkedIn – Is It for Me (L) 2:00pm	SPLS (L) 9:00am Interviewing with Confidence (H) 9:30am Resume Write It Right (SP) (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 11:00am Making Cover Letters Count (L) 1:00pm SPLS (L) 2:00pm	Intro to Computers (SP) (L) 10:00am
13	14	15	16	17
Networking for Professionals (H) 1:00pm Type Your Resume (L) 2:00pm	Interviewing with Confidence (L) 9:30am Negotiating Job Offers (L) 10:00am Intro to Word (L) 10:00am Resume Write It Right (L) 2:00pm	SPLS (L) 9:00am Writing Todays Resume (H) 9:30am Intro to Computers (SP) (L) 2:00pm	Mastering the Phone Interview (H) 9:30am Resume Write It Right (SP) (L) 11:00am SPLS (L) 2:00pm	Typing with Mavis Beacon (SP) (L) 10:00am Intro to Computers (L) 2:00pm
20	21	22	23	24
Networking for Professionals (H) 1:00pm	Writing Todays Resume (L) 9:30am Making Cover Letters Count (L) 1:00pm Intro to Excel (L) 2:00pm	SPLS (L) 9:00am Making Cover Letters Count (H) 9:30am	OFFICE CLOSED OFICINA CERRADO Professional Development Day	
27	28	29	30	31
OFFICE CLOSED OFICINA CERRADO Memorial Day	Marketing Your Maturity (L) 9:30am Resume Write It Right (L) 10:00am Mastering the Phone Interview (L) 1:00pm Intro to Word (L) 2:00pm	SPLS (L) 9:00am Interviewing with Confidence (H) 9:30am Writing Todays Resume (H) 1:15pm Typing with Mavis Beacon (SP) (L) 2:00pm	Resume Write It Right (SP) (L) 11:00am Interviewing with Confidence (L) 1:00pm SPLS (L) 2:00pm	Intro to Computers (SP) (L) 10:00am Intro to Computers (L) 2:00pm

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 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 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!

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. **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.**