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

## WORKSHOP CALENDAR - SEPTEMBER 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
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>OFFICE CLOSED</b>	Effective Networking (L) 9:30am	<b>Interviewing with Confidence (H)</b> 9:30am	Intro to Computers (SP) (L) 11:00am	Intro to Word (L) 10:00am
<b>OFICINA CERRADO</b>	Resume Write It Right (L) 2:00pm	Resume Write It Right (SP) (L) 2:00pm	Mastering the Phone Interview (L) 1:00pm	
Labor Day				
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Type Your Resume (L) 2:00pm	Writing Todays Resume (L) 9:30am	<b>Marketing Your Maturity (H)</b> 9:30am	<b>Making Cover Letters Count (H)</b> 9:30am	Intro to Excel (L) 10:00am
	Interview with Confidence (L) 1:00pm	Resume Write It Right (SP) (L) 10:00am	Intro to Computers (SP) (L) 11:00am	Intro to Word (SP) (L) 2:00pm
	Intro to Computers (L) 2:00pm		<b>Effective Networking (H)</b> 1:15pm	
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Type Your Resume (SP) (L) 10:00am	Negotiating Job Offers (L) 9:30am	<b>Writing Todays Resume (H)</b> 9:30am	Intro to Computers (SP) (L) 11:00am	Intro to Word (L) 2:00pm
	Resume Write It Right (L) 10:00am	<b>Mastering the Phone Interview (H)</b> 1:15pm	Making Cover Letters Count (L) 1:00pm	
		Resume Write It Right (SP) (L) 2:00pm	Intro to App Google Translate (SP) (L) 2:00pm	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
Type Your Resume (L) 10:00am	Marketing Your Maturity (L) 9:30am	<b>Interviewing with Confidence (H)</b> 9:30am	<b>Negotiating Job Offers (H)</b> 9:30am	Intro to Excel (L) 2:00pm
	Intro To Computers (L) 10:00am	Resume Write It Right (SP) (L) 10:00am	Intro to Computers (SP) (L) 11:00am	
	Writing Todays Resume (L) 1:00pm		<b>Writing Todays Resume (H)</b> 1:15pm	
<b>30</b>				
Small Business Association (SBA) (L) 1:30pm				
Type Your Resume (SP) (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 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.

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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).