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# WORKSHOP CALENDAR APRIL 2018

**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
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Intro to Computers (L) 10:00am Intro to Excel (L) 2:00pm	Intermediate Excel (L) (FEE BASED WORKSHOP) 10:00am Writing Todays Resume (L) 1:00pm Typing with Mavis Beacon (L) 2:00pm	SPLS (L) 9:00am <b>Writing Todays Resume (H)</b> 9:30am Resume Write It Right (SP) (L) 10:00am LinkedIn-Is It for Me (L) 2:00pm	Learn English with Rosetta Stone (L) 1:00pm <b>Making Cover Letters Count (H)</b> 1:15pm SPLS (L) 2:30pm	Type Your Resume (SP) (L) 10:00am
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Intro to Computers (SP) (L) 10:00am Intro to Word (L) 2:00pm	Interview with Confidence (L) 9:30am Resume Write It Right (L) 10:00am Making Cover Letters Count (L) 1:00pm	SPLS (L) 9:00am <b>Mastering Phone Interviews (H)</b> 9:30am MTC: Staying Motivated (L) 10:00am <b>Optimizing Job Search Events (H)</b> 1:15pm Type Your Resume (L) 2:00pm ACT Career Ready 101 (L) 2:00pm	Mastering Phone Interviews (L) 9:30am Resume Write It Right (SP) (L) 10:00am Negotiating Job Offers (L) 2:00pm SPLS (L) 2:30pm	Typing with Mavis Beacon (SP) (L) 10:00am
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>OFFICE CLOSED</b>	Interviewing with Confidence (L) 9:30am Resume Write It Right (L) 2:00pm Typing with Mavis Beacon (L) 2:00pm	Type Your Resume (L) 10:00am Effective Networking (L) 1:00pm ACT Career Ready 101 (L) 2:00pm	Optimizing Job Search Events (L) 9:30am Resume Write It Right (SP) (L) 10:00am <b>Effective Networking (H)</b> 1:15pm SPLS (L) 2:30pm	
<b>OFICINA CERRADA</b>				
Patriots Day				
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
Intro to Excel (L) 10:00am Small Business Association (SBA) (L) 1:30pm Intro to Computers (L) 2:00pm	Interviewing with Confidence (L) 9:30am Job Search Shorter & Smarter (L) 10:00am Writing Todays Resume (L) 1:00pm	SPLS (L) 9:00am <b>Interviewing with Confidence (H)</b> 9:30am <b>Marketing Your Maturity (H)</b> 1:15pm Resume Write It Right (SP) (L) 2:00pm	Working with Staff Agencies (L) 9:30am Type Your Resume (SP) (L) 10:00am Marketing Your Maturity (L) 1:00pm Learning English with Rosetta Stone (L) 1:00pm SPLS (L) 2:30pm	Typing with Mavis Beacon (SP) (L) 10:00am
<b>30</b>				
Intro to Word (L) 10:00am Intro to Computers (SP) (L) 2:00pm				

**Note:** All workshops are two hours / **Nota:** Todos los talleres son dos horas

(SP) = Spanish      (L) = Lawrence      (H) = Haverhill

## WORKSHOP DESCRIPTIONS

**ACT® Career Ready 101:** A self-paced online program offered to assist you in exploring careers, prepare for training, and prepares you to earn an ACT National Career Readiness Certificate (NCRC). **Prerequisite: Advanced registration and an email address required.**

**Effective Networking:** Networking is the #1 way to find a job. Learn how to use this valuable tool in your job search.

**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, and learn some of the terminologies used in the technology industry. **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.

**Job Search Shorter & Smarter:** Create a plan and strategy to get back in the workforce. Learn about smart key factors and resources to shorten your job search.

**Learn English with Rosetta Stone:** Learn or improve your English skills with this great program. **Prerequisite: Advanced registration required.**

**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 Phone Interviews:** 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 when negotiating, rules of negotiating, and what is negotiable and non-negotiable.

**Optimizing Job Search Events:** Job search events are great for learning about and meeting employers, making valuable connections, and practicing your social and interviewing skills.

**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.**

**Typing with Mavis Beacon:** Filling out an online application to writing a resume, typing is essential in today's world. Learn or improve your typing skills with this program.

**Working with Staffing Agencies:** Learn how to create and maintain a relationship with recruiters who can be a great addition to your job search toolkit.

**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.

### Premium Services (FEE BASED WORKSHOPS):

Take your Microsoft skills to the next level. We offer *intermediate level* workshops (Version 2013) for Word, Excel, PowerPoint, and Publisher. Each workshop is 3 hours with comprehensive study and hands-on training. Each workshop is \$50 in advance or \$75 the week of the event. Inquire more or register at the membership desk.

## 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.

**Aprenda Inglés con Rosetta Stone** (Learn English with Rosetta Stone): Aprenda o mejore su inglés con este gran programa. **Prerrequisito:** Registración con anticipación necesario.

**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.