



LAWRENCE LOCATION
 255 ESSEX STREET
 LAWRENCE, MA 01840
 (978) 722-7000
 WWW.VALLEYWORKS.CC

HAVERHILL LOCATION
 NECC
 100 ELLIOT STREET
 HAVERHILL, MA 01830
 (978) 241-4730
 www.valleyworks.cc

WORKSHOP CALENDAR FEBRUARY 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
			1	2
			Marketing Your Maturity (L) 9:30am Resume Write It Right (L) 10:00am Learn English with Rosetta Stone (L) 1:00pm Resume Beyond Basics (L) 1:00pm SPLS (L) 2:30pm	Resume Assistance (L) (SP) 9:30am
5	6	7	8	9
Intro to Computers (L) 10:00am Intro to Word (L) 2:00pm	SPLS (L) Interviewing Techniques (L) 8:45am-9:30am LinkedIn-Is It for Me (L) 2:00pm Typing with Mavis Beacon (L) 2:00pm	SPLS (L) Mastering Phone Interviews/Screens (H) 8:45am-9:30am Cover Letters Count (H) 1:00pm Negotiating Job Offers/Salary (L) 2:00pm	How To Work A Job Fair (L) 9:30am Resume Basics (SP) (L) 10:00am SPLS (L) 2:30pm	Resume Write It Right (SP) (L) 9:30am
12	13	14	15	16
Intro to Computers (SP) (L) 10:00am Small Business Association (SBA) (L) 1:30pm Intro to Excel (L) 2:00pm	SPLS (L) 8:45am The WOW Factor (L) 1:00pm Typing with Mavis Beacon (SP) (L) 2:00pm	SPLS (L) 8:45am Resume Beyond Basics (H) 9:30am ACT Career Ready 101 (L) 2:00pm	Cover Letters Count (L) 9:30am Resume Write It Right (L) 10:00am Learn English with Rosetta Stone (L) 1:00pm SPLS (L) 2:30pm	Resume Assistance (L) 9:30am
19	20	21	22	23
OFFICE CLOSED	SPLS (L) 8:45am MTC: Staying Motivated (L) 9:30am Typing with Mavis Beacon (L) 2:00pm	SPLS 8:45am Interviewing Techniques (H) 9:30am Working wStaff Agencies (H) 1:00pm Job Search Shorter & Smarter (L) 2:00pm	Mastering Phone Interviews/Screens (L) 9:30am Resume Write It Right (SP) (L) 10:00am Working with Staff Agencies (L) 1:00pm SPLS (L) 2:30pm	Resume Basics (L) 9:30am
OFICINA CERRADA				
President's Day				
26	27	28		
Intro to Computers (SP) (L) 10:00am Intro to Word (L) 2:00pm	SPLS (L) 8:45am Typing with Mavis Beacon (SP) (L) 2:00pm	SPLS (L) 8:45am Marketing Your Maturity (H) 9:30am ACT Career Ready 101 (L) 2:00pm		

Note: All workshops are two hours with the following exceptions: / **Nota:** Todos los talleres son dos horas con las siguientes excepciones:
 Resume Assistance and Learning English with Rosetta Stone / Resume Assistance (SP) y Learning English with Rosetta Stone

(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.

Cover Letters: A cover letter is to introduce yourself, your interest to the position, and draw attention to your resume. Learn the different types and styles of cover letters, effective writing, and how to personalize a cover letter. **Prerequisite:** Bring a job posting and a copy of your resume.

How to Work a Job Fair: Learn how to get the most out of attending a Job Fair and improve your results from attending those Job Fairs.

Interviewing Techniques: Market yourself with confidence. Learn how to handle the most common questions asked during interviews and what to expect in an interview.

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 formulas in MS Excel. Version 2013. **Prerequisite:** Ability to type and use a mouse.

Intro to Word: An overview of the basic functions in MS Word. Version 2013. **Prerequisite:** Ability to type and use a mouse.

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.

Marketing Your Maturity: Boost your self-confidence and learn how to market your maturity at any age!

Mastering Phone Interviews/Screens: Phone screens are your first test with a potential employer. Learn strategies on how to successfully navigate an interview over the phone. Pass that test with flying colors!

Negotiating Job Offer/Salary: Learn how to market your value, resources to use when negotiating, rules of negotiating, and what is negotiable and non-negotiable.

Resume Assistance: Have questions about your resume or need to type your resume? **Prerequisite:** Ability to type and use a mouse. Bring a USB (or email access) and a completed resume worksheet or resume.

Resume Basics: Time to type your resume. **Prerequisite:** Ability to type and use a mouse. Bring a USB (or email access) and a completed resume worksheet.

Resume Write It Right: Gather all the information that is needed to create a resume. **Prerequisite:** Bring a job posting with job title, responsibilities, and requirements.

Resume Beyond Basics: Learn how a summary and accomplishment statements add value to your resume. Make it more marketable. **Prerequisite:** Bring 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.

The "WOW" Factor: Ever stumble on what to say in 30 seconds or less at a job fair, networking, or social event? Learn how to articulate your skills and experience.

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.

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.

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

Escribir un Currículo Correcto (Resume Write It Right): Reúna toda la información que se necesita para crear un currículum. **Prerequisite:** Traer un anuncio de trabajo con el título de trabajo, responsabilidades y requisitos.

Currículo Básico (Resume Basics): Ahora es tiempo para escribir su currículum en la computadora. **Prerequisite:** Habilidades de mecanografía y utilizar un ratón. Traer un USB (o acceso de correo electrónico) y un formulario de currículum completado.

Asistencia para el Currículo (Resume Assistance): ¿Tiene preguntas acerca de su currículum o tiene que escribir un currículum? **Prerequisite:** Habilidades de mecanografía y utilizar un ratón. Traer un USB (o acceso de correo electrónico) y un formulario de currículum completado o un currículum.

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 su habilidades de mecanografía. **Prerequisite:** Habilidades de mecanografía y utilizar un ratón.