

# WORKSHOP CALENDAR JANUARY 2018



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**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

**NOTE:**

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

(SP) = Spanish

Mon	Tue	Wed	Thu	Fri
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
OFFICE CLOSED	SPLS 8:45am Typing with Mavis Beacon 2:00pm	SPLS 8:45am Resume Beyond Basics 9:30am ACT Career Ready 101 2:00pm	Resume Write It Right 9:30am Marketing Your Maturity 9:30am Learn English with Rosetta Stone 1:00pm SPLS 2:30pm	Resume Assistance (SP) 9:30am
OFICINA CERRADA				
New Years Day				
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Intro to Computers (SP) 9:30am Intro to Excel 2:00pm	SPLS 8:45am Typing with Mavis Beacon (SP) 2:00pm	SPLS 8:45am Interviewing Techniques 9:30am Negotiating Job Offers/Salary 2:00pm	How To Work A Job Fair 9:30am Resume Write It Right (SP) 2:00pm SPLS 2:30pm	Resume Basics (SP) 9:30am
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
OFFICE CLOSED	SPLS 8:45am The WOW Factor 1:00pm LinkedIn – Is It for Me 2:00pm	SPLS 8:45am Cover Letters @ NECC - Haverhill 9:30am Resume Assistance 2:00pm ACT Career Ready 101 2:00pm	Resume Write It Right 9:30am Cover Letters 9:30am Learn English with Rosetta Stone 1:00pm SPLS 2:30pm	Intermediate Excel (FEE) 9:30am
OFICINA CERRADA				
Martin Luther King Day				
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
Intro to Computers 9:30am Small Business Association (SBA) 1:30pm Intro to Word 2:00pm	SPLS 8:45am Typing with Mavis Beacon (SP) 2:00pm	SPLS 8:45am MTC: Staying Motivated 9:30am Resume Write It Right (SP) 2:00pm	Mastering Phone Interviews/Screens 9:30am Job Search Shorter & Smarter 2:00pm SPLS 2:30pm	Resume Basics 9:30am
<b>29</b>	<b>30</b>	<b>31</b>		
Intro to Computers (SP) 9:30am Intro to Excel 2:00pm	SPLS 8:45am Typing with Mavis Beacon 2:00pm	SPLS 8:45am Marketing Your Maturity @ NECC - Haverhill 9:30am ACT Career Ready 101 2:00pm		

**Note:** All workshops are two hours with the following exceptions

**Note:** Todos los talleres son dos horas con las siguientes excepciones

Resume Assistance (EN & SP)	1
Learn English (Rosetta Stone)	1 ½

## 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!

**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.

### Premium Services:

**Intermediate Level Workshops:** (Version 2013) Word, Excel, PowerPoint, and Publisher. Take your skills to the next level. Each workshop is 4 hours with comprehensive study and hands-on training. Each workshop is \$50 in advance or \$75 the week of the event. For more information or to register contact the membership desk.

## DESCRIPCIÓN DE TALLERES

**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.