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# WORKSHOP CALENDAR MARCH 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>1</b>	<b>2</b>
			Writing Todays Resume (L) 9:30am Learn English with Rosetta Stone (L) 1:00pm <b>Cover Letters Count (H) 1:15pm</b> SPLS (L) 2:30pm	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Intro to Computers (L) 10:00am  Intro to Excel (L) 2:00pm	SPLS (L) 9:00am Interviewing with Confidence (L) 1:00pm  LinkedIn-Is It for Me (L) 2:00pm  Typing with Mavis Beacon (L) 2:00pm	SPLS (L) 9:00am Type Your Resume (L) 10:00am  <b>Writing Todays Resume (H) 9:30am</b>  <b>Mastering Phone Interviews (H) 1:15pm</b>	Optimizing Job Search Events (L) 9:30am  Resume Write It Right (SP) (L) 10:00am  Marketing Your Maturity (L) 1:00pm SPLS (L) 2:30pm	Type Your Resume (SP) (L) 10:00am
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
Intro to Word (L) 10:00am  Intro to Computers (SP) (L) 2:00pm	SPLS (L) 9:00am  Typing with Mavis Beacon (SP) (L) 2:00pm	SPLS (L) 9:00am  ACT Career Ready 101 (L) 2:00pm	Resume Write It Right (L) 10:00am  Learn English with Rosetta Stone (L) 1:00pm  SPLS (L) 2:30pm	
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Intro to Excel (L) 10:00am  Small Business Association (SBA) (L) 1:30pm  Intro to Computers (L) 2:00pm	SPLS (L) 9:00am  MTC: Staying Motivated (L) 9:30am  Effective Networking (L) 1:00pm Typing with Mavis Beacon (L) 2:00pm	SPLS (L) 9:00am  <b>Interviewing with Confidence (H) 9:30am</b>  Job Search Shorter & Smarter (L) 2:00pm	Resume Write It Right (SP) (L) 10:00am  <b>Effective Networking (H) 1:15pm</b>  SPLS (L) 2:30pm	Type Your Resume (L) 10:00am
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
Intro to Computers (SP) (L) 10:00am  Intro to Word (L) 2:00pm	SPLS (L) 9:00am  Cover Letters Count (L) 9:30am  Typing with Mavis Beacon (SP) (L) 2:00pm	SPLS (L) 9:00am <b>Working with Staff Agencies (H) 9:30am</b>  <b>Marketing Your Maturity (H) 1:15pm</b> ACT Career Ready 101 (L) 2:00pm	Mastering Phone Interviews (L) 9:30am Type Your Resume (SP) (L) 10:00am  Negotiating Job Offers (L) 2:00pm SPLS (L) 2:30pm	

**Note:** All workshops are two hours with the following exception: / **Nota:** Todos los talleres son dos horas con las siguientes excepcion:  
 Writing Todays Resume (2 ½ hours) / Learn English with Rosetta Stone (1 ½ hours)

(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 Count:** Learn how to make your cover letter a confident element or outreach to a potential employer.

**Effective Networking:** Develop your "Personal Commercial" and learn how networking is the #1 way to find a job. Both are 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 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:** Impress employers by taking advantage of your experience and maturity. Performance vs 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. **Prerequisite:** Ability to type and use a mouse. Bring a USB (or email access)

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

**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.

## 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. **Prerrequisito:** Habilidades de utilizar el teclado y ratón. Traer un USB (o acceso de correo electrónico)

**Escriba Su Currículo (Type Your Resume):** Ahora es tiempo para escribir su currículum en la computadora. **Prerrequisito:** Habilidades de utilizar el teclado y ratón. Traer un USB (o acceso de correo electrónico) y un formulario de currículum completado.

**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 agregué su habilidades de mecanografía. **Prerrequisito:** Habilidades de utilizar el teclado y ratón.