

NOVEMBER 2018 WORKSHOPS

ORIENTATIONS	SUCCESSFUL JOB SEARCH	TRAINING & INFORMATION SESSIONS
<p>November 1.....1:00 to 3:30 November 5.....9:30 to 12:00 November 6.....1:00 to 3:30 November 8.....1:00 to 3:30 November 13.....1:00 to 3:30 November 15.....1:00 to 3:30 November 19.....9:30 to 12:00 November 20.....1:00 to 3:30 November 26.....9:30 to 12:00 November 27.....1:00 to 3:30 November 29.....1:00 to 3:30 November 30.....1:00 to 3:30</p>	<p>LEARN BASIC COMPUTER SKILLS & FILE MANAGEMENT November 9.....10:30 to 12:00 November 26.....1:30 to 3:00</p> <p>ONLINE JOB SEARCH & APPLICATIONS November 16.....9:30 to 11:00</p> <p>INTERVIEWING SKILLS November 20.....9:30 to 11:30 November 30.....1:30 to 3:30</p> <p>CAREER EXPLORATION November 28.....1:00 to 4:00</p>	<p>TRAINING OPPORTUNITIES November 2.....10:00 to 11:30 November 9.....10:00 to 11:30 November 16.....10:00 to 11:30 November 30.....10:00 to 11:30</p> <p>HURRICANE NEG INFORMATION SESSIONS Did you move to Massachusetts due to Hurricane Maria? If so, you may be eligible for a pending federal grant to receive occupational assistance etc.</p> <p>¿Llegaste de Puerto Rico debido al Huracán Maria? Entonces podrías ser potencialmente elegible para una beca federal y recibir asistencia ocupacional gratis.</p> <p>November 7.....1:00 to 3:00 November 14.....1:00 to 3:00 November 21.....1:00 to 3:00 November 28.....1:00 to 3:00</p>
<p>YOUTH ORIENTATIONS</p>	<p>TALLERES EN ESPAÑOL</p>	
<p>November 6.....4:00 to 5:00 November 13.....4:00 to 5:00 November 20.....4:00 to 5:00 November 27.....4:00 to 5:00</p>	<p>ORIENTACIÓN EN ESPAÑOL</p>	
<p>RESUME WORKSHOPS</p>	<p>LA COMPUTADORA BASICA</p>	
<p>HOW TO WRITE A RESUME AND COVER LETTER November 14.....10:30 to 12:00 November 26.....10:00 to 11:30</p>	<p>noviembre 5.....1:00 a 3:00 noviembre 13.....9:30 a 11:30 noviembre 21.....1:00 a 3:00 noviembre 28.....10:00 a 12:00</p>	
<p>RESUME REVIEW (You must bring a typed resume) November 2.....10:30 to 12:00 November 6.....5:00 to 6:30 November 15.....1:30 to 3:00 November 19.....9:30 to 11:30 November 27.....2:00 to 3:30</p>	<p>COMO ENCONTRAR TRABAJO POR INTERNET noviembre 9.....10:00 a 12:00</p>	
<p>MS OFFICE SKILLS</p>	<p>INTRO TO EXCEL EN ESPAÑOL</p>	
<p>INTRO TO WORD: 2 PARTS PART 1 November 8.....2:30 to 4:30 PART 2 November 9.....2:30 to 4:30</p>	<p>PARTE 1 noviembre 16.....10:00 a 12:00 PARTE 2 noviembre 30.....10:00 a 12:00</p>	
<p>MS WORD REFRESHER November 14.....1:30 to 4:00</p>	<p>INTRO TO EXCEL: 2 PARTS</p>	
<p>INTRO TO EXCEL: 2 PARTS PART 1 November 26.....9:00 to 12:00 PART 2 November 27.....9:00 to 12:00</p>	<p>MS EXCEL REFRESHER November 21.....1:30 to 4:30</p>	
<p>MS EXCEL REFRESHER November 21.....1:30 to 4:30</p>	<p>noviembre 7.....3:00-4:00 noviembre 14.....3:00-4:00 noviembre 21.....3:00-4:00 noviembre 28.....3:00-4:00</p>	



To Sign Up for a Workshop, Either:

- Fill out a Workshop Signup Form in the our Reception Area
- Call us at (413) 532-4900 & press 6 for the workshop request line

