



September 2017

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
		1			1	2
3	4	5 <i>Intro to Word</i> 10:00-11:30pm	6 <i>Interviewing Skills</i> 10:00-11:30am	7 <i>Job Fair</i> 12:00-2:00pm	8	9
10	11 <i>Resume & Cover Letters</i> 10:00-11:30am	12 <i>Intro to Computers</i> 10:00-11:30	13 <i>Crafts</i> 10:00-11:30am	14 <i>Job Fair</i> 12:00-2:00pm	15	16
17	18	19 <i>Internet Job Search</i> 10:00-11:30am	20 <i>Creative Job Search</i> 10:00am-11:30pm	21 <i>Job Fair</i> 12:00-2:00pm	22	23
24	25 <i>Conflict Resolution</i> 10:00-11:30am	26 <i>Intro to Excel</i> 10:00-11:30am	27 <i>CORI</i> 10:00-11:30am	28 <i>Job Fair</i> 12:00-2:00pm	29	30

<p>Intro to Computers:</p> <p>Teaches beginners the basics of computers in a hands-on environment. Subjects include; hardware vs software, the keyboard and mouse, taskbars and icons and much more. Two instructors facilitate the workshop and time is provided for questions and answers</p>	<p>Interviewing Skills:</p> <p>Teaches participants the basics about the job application process and interviewing for a job. Topics include: interview preparation, common interview questions, how to handle gaps in your employment history, thank you letters and references.</p>	<p>Conflict Resolution:</p> <p>Conflicts can arise wherever you are (workplace, at home or in the community)! Learn the basic steps to managing conflict. Discover how your actions help or hurt a situation, and how you can turn conflicts into opportunities to resolve problems and strengthen relationships.</p>
<p>Introduction to Excel:</p> <p>This workshop will explain the Excel spreadsheet, Excel toolbars and how to navigate around the cells, rows and Columns of worksheets.</p>	<p>Creative Job Search:</p> <p>There is a hidden job market out there! Come learn how to re-search targeted companies, network and develop a 30 second positioning statement. etc.</p>	<p>Customer Service:</p> <p>Learn how to deal with complaints, problem solve and communicate better. This is a dynamic class that will leave you feeling prepared for any and all situations.</p>
<p>Internet Job Search:</p> <p>The Internet makes it much easier to search for a job, if you know what to look for. Come learn how to search for a job, post your résumé online, locate top employment websites and find job postings that fit your interests and career path. <i>Students should have basic computer knowledge before taking this class.</i></p>	<p>Resume', Cover & Thank you Letters:</p> <p>This workshop is for those who have never written a résumé. It is a positive and up-beat class designed for those with a limited work history and gaps in employment. The importance of and how to write a cover letter and thank you letter will also be covered.</p>	<p>Financial Literacy:</p> <p>This workshop covers banking, credit and budgeting and is a great starting point for those interested in taking control of their financial future.</p>
<p>Introduction to Word:</p> <p>This workshop teaches the basics of Microsoft Word which is used to create and edit documents. Topics include opening, saving, typing and formatting documents.</p>	<p>Your C.O.R.I & Employment:</p> <p>This workshop prepares participants on how to handle questions on job applications and questions and answers about the effects of a criminal record on employment. CORI applications to request a CORI copy will be available upon request.</p>	<p>Housing Search Skills:</p> <p>This workshop is designed to assist in the housing search. Topics include: your credit and the housing search, how to request a credit report, Section 8 and your criminal record, conducting a housing search, meeting the landlord, rental agreements and rent with holding letters.</p>
	<p>The Opportunity Center</p> <p>7 Bishop St 2nd Floor Framingham, MA 01702</p> <p>Monday thru Friday 8am –5 pm Please call 508-620-2677 to register</p>	