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- **June 5, 2016**
  - Customer Service 10:00-11:30am

- **June 6, 2016**
  - Internet Essentials 10:00-11:30am

- **June 7, 2016**
  - Crafts 10:00-11:30am

- **June 8, 2016**
  - Resume & Cover Letters 10:00-11:30am

- **June 9, 2016**
  - First Time Home Buyers 5:30-8:30pm

- **June 10, 2016**
  - Intro to Word 10:00-11:30pm

- **June 11, 2016**
  - Conflict Resolution 10:00-11:30am

- **June 12, 2016**
  - Intro to Word 10:00-11:30pm

- **June 13, 2016**
  - Interviewing Skills 10:00-11:30am

- **June 14, 2016**
  - First Time Home Buyers 5:30-8:30pm

- **June 15, 2016**
  - Intro to Excel 10:00-11:30am

- **June 16, 2016**
  - Crafts 10:00-11:30am

- **June 17, 2016**
  - First Time Home Buyers 5:30-8:30pm

- **June 18, 2016**
  - Internet Job Search 10:00-11:30am

- **June 19, 2016**
  - Creative Job Search 1:30-3:00pm

- **June 20, 2016**
  - Financial Literacy 10:00-11:30am

- **June 21, 2016**
  - First Time Home Buyers 5:30-8:30pm

- **June 22, 2016**
  - CORI 10:00-11:30am

- **June 23, 2016**
  - Creative Job Search 1:30-3:00pm

- **June 24, 2016**
  - First Time Home Buyers 5:30-8:30pm

- **June 25, 2016**
  - Financial Literacy 10:00-11:30am
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<tr>
<th>Internet Essentials:</th>
<th>Interviewing Skills:</th>
<th>Conflict Resolution:</th>
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<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
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<td><strong>Introduction to Excel:</strong></td>
<td><strong>Creative Job Search:</strong></td>
<td><strong>Customer Service:</strong></td>
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<td>This workshop will explain the Excel spreadsheet, Excel toolbars and how to navigate around the cells, rows and Columns of worksheets.</td>
<td>There is a hidden job market out there! Come learn how to research targeted companies, network and develop a 30 second positioning statement, etc.</td>
<td>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.</td>
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<tr>
<td><strong>Internet Job Search:</strong></td>
<td><strong>Resume’, Cover &amp; Thank you Letters:</strong></td>
<td><strong>Financial Literacy:</strong></td>
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<td>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. <strong>Students should have basic computer knowledge before taking this class.</strong></td>
<td>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.</td>
<td>This workshop covers banking, credit and budgeting and is a great starting point for those interested in taking control of their financial future.</td>
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<tr>
<td><strong>Introduction to Word:</strong></td>
<td><strong>Your C.O.R.I &amp; Employment :</strong></td>
<td><strong>Housing Search Skills:</strong></td>
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<td>This workshop teaches the basics of Microsoft Word which is used to create and edit documents. Topics include opening, saving, typing and formatting documents.</td>
<td>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.</td>
<td>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.</td>
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**The Opportunity Center**

7 Bishop St 2nd Floor  
Framingham, MA 01702

Monday thru Friday 8am –5 pm  
Please call 508-620-2677 to register