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<th>SUN</th>
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<td><strong>Job Fair</strong>&lt;br&gt;12:00-2:00pm</td>
<td><strong>Family Employment Orientation</strong>&lt;br&gt;10:00-11:30</td>
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<td><strong>Intro to Computers</strong>&lt;br&gt;10:00-11:30</td>
<td><strong>Crafts</strong>&lt;br&gt;10:00-11:30am</td>
<td><strong>Job Fair</strong>&lt;br&gt;12:00-2:00pm</td>
<td><strong>Family Employment Orientation</strong>&lt;br&gt;10:00-11:30</td>
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<td><strong>Intro to Word</strong>&lt;br&gt;10:00-11:30pm</td>
<td><strong>Resume &amp; Cover Letters</strong>&lt;br&gt;10:00-11:30am</td>
<td><strong>Job Fair</strong>&lt;br&gt;12:00-2:00pm</td>
<td><strong>Family Employment Orientation</strong>&lt;br&gt;10:00-11:30</td>
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<td><strong>Intro to Excel</strong>&lt;br&gt;10:00-11:30am</td>
<td><strong>Interviewing Skills</strong>&lt;br&gt;10:00-11:30am</td>
<td><strong>Job Fair</strong>&lt;br&gt;12:00-2:00pm</td>
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<td><strong>Internet Job Search</strong>&lt;br&gt;10:00-11:30am</td>
<td><strong>Creative Job Search</strong>&lt;br&gt;10:00am-11:30pm</td>
<td><strong>Job Fair</strong>&lt;br&gt;12:00-2:00pm</td>
<td><strong>Family Employment Orientation</strong>&lt;br&gt;10:00-11:30</td>
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### Intro to Computers:
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.

### Interviewing Skills:
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.

### Conflict Resolution:
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.

### Introduction to Excel:
This workshop will explain the Excel spreadsheet, Excel toolbars and how to navigate around the cells, rows and Columns of worksheets.

### Creative Job Search:
There is a hidden job market out there! Come learn how to research targeted companies, network and develop a 30 second positioning statement. etc.

### Customer Service:
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.

### Internet Job Search:
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. Students should have basic computer knowledge before taking this class.

### Resume’, Cover & Thank you Letters:
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.

### Financial Literacy:
This workshop covers banking, credit and budgeting and is a great starting point for those interested in taking control of their financial future.

### Introduction to Word:
This workshop teaches the basics of Microsoft Word which is used to create and edit documents. Topics include opening, saving, typing and formatting documents.

### Your C.O.R.I & Employment:
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.

### Housing Search Skills:
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.

### The Opportunity Center
7 Bishop St 2nd Floor
Framingham, MA 01702

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