<table>
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<th>SUN</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>Resume &amp; Cover Letters 10:00-11:30am</td>
<td>Starbucks Job Fair 12:00-2:00pm</td>
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<td></td>
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<td>Intro to Computers 10:00-11:30</td>
<td>Interviewing Skills 10:00-11:30am</td>
<td>Stop &amp; Shop Job Fair 12:00-2:00pm</td>
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<td>Internet Job Search 10:00-11:30am</td>
<td>Creative Job Search 10:00am-11:30pm</td>
<td>AMC Theaters Job Fair 12:00-2:00pm</td>
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<td>Intro to Word 10:00-11:30pm</td>
<td>Crafts 10:00-11:30am</td>
<td>Job Fair - TBD 12:00-2:00pm</td>
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<td>Intro to Excel 10:00-11:30am</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 |