

Workplace Communication & Conflict Resolution

Explore ways to express yourself more clearly and effectively in the workplace

Develop a better understanding of the importance of interpersonal communication skills. You will learn about different communication styles, various "difficult" personalities, strategies to build mutually beneficial relationships, and ways to resolve conflicts effectively.

Select one:

Thursday, Oct. 29, 2009 5:00-7:00 PM
Behrakis Student Center, SC 214
Presenter: Mike Markham

Tuesday, Dec. 1, 2009 2:00-4:00 PM
Lawrence campus, L144
Presenter: Ginny Anderson

Time and Stress Management

Improve your effectiveness through the power of stress and time management

Gain excellent advice and learn valuable skills to become effective leaders. Develop techniques of time management, ways to reduce and manage stress, and start to enjoy life's challenges!

Saturday, Nov. 21, 2009 10:00 AM-12:00 PM
Sport & Fitness Center, D129
Presenter: Amy Zimmerman

Strengths Quest

Must contact Dina Brown prior to first workshop
dbrown@necc.mass.edu or 978.556.3732

Discover your greatest strengths and learn how to develop your greatest talents, improve learning and grades, and determine a rewarding career path.

(2 one-hour sessions, must attend both)

Thurs., Nov. 5 AND Nov. 12 12:00-1:00 PM
Behrakis Student Center, SC 213
Presenter: Dina Brown

Mon., Nov. 16 AND Nov. 23 2:00-3:00 PM
Lawrence Campus, L131
Presenter: Dina Brown

Co-op Orientation & Business Etiquette

For Co-op students only

This is a mandatory meeting for registered and pending Co-op students. You will have an opportunity to learn about and discuss current business protocol in the workplace, and meet with your Job Developer and Faculty Coordinator to review all Co-op requirements.

Select one:

Wed., Oct. 7, 2009 2:00-4:00 PM
Behrakis Student Center, SC 214
Presenters: Ginny Anderson and Mike Markham

Co-op Professional Seminar

For Co-op students only

This is a mandatory meeting for Co-op students who have completed at least 75 hours of Co-op work experience. Discuss how your Co-op experience has helped in your career growth. Network and share experiences with other Co-op students.

Select one:

Tues., Nov. 24, 2009 2:00-3:30 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Thurs., Dec. 10, 2009 5:00-6:30 PM
Behrakis Student Center, SC 214
Presenter: Mike Markham

Attention Co-op Students!

Cooperative Education students must complete the following:

- Co-op Orientation & Business Etiquette
- "Interview I" workshop
- Two (2) other workshops of your choice
- The Co-op Professional Seminar (after completion of 75 Co-op hours)

CAREER WORKSHOP SCHEDULE

FALL 2009

Northern Essex Community College Enrollment Services Career Planning and Advising Center

Behrakis Student Center, 2nd floor
Haverhill Campus
and
Franklin Street
Lawrence Campus

Please call to register in advance of workshops:

978-556-3722

An Equal Opportunity/Affirmative Action Employer



To request an interpreter,
call 978-556-3897 (TTY / Voice)
one week prior to workshop

Resume Preparation & Job Search on the Internet

Learn how to professionally market yourself for a career

Learn how to present yourself to potential employers with a professional resume and cover letter. Content, accomplishment statements, and styles for traditional and on-line resumes will be discussed. Opportunity to "surf the net" for job information and leads.

Select one:

Tuesday, Oct. 13, 2009 2:30-4:30PM
Lawrence campus, L144
Presenter: Mike Markham

Thursday, Oct. 15, 2009 5:00-7:00 PM
Behrakis Student Center, Cyber Cafe
Presenter: Mike Markham

Wednesday, Nov. 18, 2009 2:30-4:30 PM
Behrakis Student Center, Cyber Cafe
Presenter: Mike Markham

Myers-Briggs Type Indicator (MBTI)

Find out how well you know yourself

Discover your natural preferences, how to work with and appreciate others, and suggestions for fulfilling careers

(2 one-hour sessions, must attend both)

Tuesday, Oct. 20 AND Oct. 27 12:00-1:00 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Monday, Nov. 16 AND Nov. 23 3:00-4:00 PM
Lawrence Campus L144
Presenter: Gisella Nash

Wednesday, Dec. 2 AND Dec. 9 5:30-6:30 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Ethics in the Workplace

Learn to handle those ethical questions in the workplace

Explore situations that pose ethical and unethical behavior in the workplace. Discuss insights into diversity in the global workplace and the development of relationships between people of different values and perceptions.

Thursday, Nov. 12, 2009 2:00-4:00 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Monday, Dec. 7, 2009 2:00-4:00 PM
Lawrence campus, L144
Presenter: Ginny Anderson

Career Decisions

Explore the endless possibilities for your career path

If you are uncertain about your career path, this workshop is for you! You will identify career decision factors and take the Holland Personality and Interest Inventory, which will help you determine your future career path.

Select one:

Thursday, Oct. 8, 2009 5:00-7:00 PM
Behrakis Student Center, SC 214
Presenter: Mike Markham

Tuesday, Nov. 10, 2009 12:00-2:00 PM
Lawrence campus, L144
Presenter: Mike Markham

Tuesday, Dec. 8, 2009 2:00-4:00 PM
Behrakis Student Center, SC 214
Presenter: Mike Markham

Interview I

Learn to put your best self forward in both formal and informational interviews

Discover the importance of preparing for an interview to successfully market your strengths and transferable skills. Learn the process of conducting an informational interview.

Select one:

Wednesday, Oct. 7, 2009 5:00-7:00 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Thursday, Oct. 22, 2009 2:00-4:00 PM
A112 (library) in Haverhill; L240 in Lawrence
Presenter: Mike Markham

Thursday, Nov. 19, 2009 5:00-7:00 PM
Behrakis Student Center, SC 214
Presenter: Mike Markham

Interview II

(Pre-requisite: Interview I)

See yourself as others see you in the interview

Come dressed for an interview! We will help enhance your interviewing skills by giving you the opportunity to see yourself in a mock interview. You will be able to assess your interviewing strengths and areas needing improvement. **Five student maximum.**

Tuesday, Nov. 10, 2009 2:00-4:00 PM
Lawrence campus, L144
Presenter: Mike Markham

Thursday, Dec. 3, 2009 1:00-3:00 PM
Bentley Library, A123
Presenter: Mike Markham

Developing a Personal Leadership Philosophy

Establish the foundation of your own leadership style

Examine the skills, tasks, and characteristics of effective leaders. You will learn to explore and apply your own leadership strategies as you examine society's varying perspectives.

Select one:

Wednesday, Nov. 4, 2009 12:00-2:00 PM
Behrakis Student Center, SC214
Presenter: Nita Lamborghini

Tuesday, Nov. 17, 2009 3:00-5:00 PM
Lawrence campus, L244
Presenter: Nita Lamborghini

Thursday, Dec. 3, 2009 3:00-5:00 PM
Behrakis Student Center, SC214
Presenter: Nita Lamborghini

Portfolio Development I

Learn to market yourself and use a portfolio to your advantage throughout your career

Evaluate the different types of portfolios, the process of putting one together, the essential items to include, and the supplies needed. You will be given the opportunity to do a market analysis of yourself and learn how to effectively use the portfolio as a marketing tool throughout your career.

Select one:

Wednesday, Oct. 21, 2009 5:00-7:00 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Monday, Nov. 16, 2009 1:00-3:00 PM
Lawrence campus, L144
Presenter: Ginny Anderson

Portfolio Development II

(Pre-requisite: Portfolio Development I)

Critique and practice presenting your portfolio

Come with your portfolio. We will critique each portfolio and provide constructive feedback. You will have the opportunity to practice your presentation.

Monday, Nov. 30, 2009 2:00-4:00 PM
Behrakis Student Center, SC 214
Presenter: Ginny Anderson

Tuesday, Dec. 1, 2009 12:00-2:00 PM
Lawrence campus, L144
Presenter: Ginny Anderson