

To CANCEL a workshop call:  
(516)797-4198

# February 2012 Workshops

Mon	Tue	Wed	Thu	Fri
		1	2 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL Networking Hicksville 9:30—12:30 JC Transferrable Skills Hicksville 1:30—4:30 JC	3 Interviewing Techniques That Work Hicksville 9:30—11:30 LS
6	7 Who do you think you are : Interests Hicksville 1:00—4:00 DOL	8 How to Complete an Application in Spanish Hicksville 9:30 - 12:30 DOL	9 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL	10 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL
13 LINCOLNS BIRTHDAY  MASSAPEQUA OFFICE	14 Who do you think you are : Values Hicksville 1:00—4:00 DOL	15 How to Complete an Application in Spanish Hicksville 9:30 - 12:30 DOL	16 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL	17
20  PRESIDENT'S DAY  BOTH OFFICES ARE CLOSED	21 Who do you think you are Personality/Temperament Hicksville 1:00—4:00 DOL	22 Surviving a Lay-Off Hicksville 1:30—4:30 MSM	23 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL The "Hidden "Job Market Hicksville 2:00—3:30 SD Working with Recruiters Massapequa 10:00—11:30 MA Putting New Momentum Into Your Job Search Massapequa 12:30—2:30 MA	24 Resume Writing & Interviewing Techniques Hicksville 9:30 - 12:00 DOL  17 Ways to Land a Job Hicksville 1:30—4:30 BS
27 Working with Recruiters Hicksville 10:00—11:30 MA Putting New Momentum Into Your Job Search Hicksville 12:30—2:30 MA 401 K Retirement Plan Distributions and Rollovers Massapequa 2:30—3:30 RC	28 Transferable Skills Manhasset 9:00 - 12:00 JC  Two Minute Pitch Hicksville 1:00—4:00 JC Who do you think you are Accomplishment/Career Portfolio Hicksville 1:00—4:00 DOL	29 Resume Preparation Massapequa 9:30—12:30 BS Jobs Search Strategies for 40 and over Massapequa —1:30—4:30 BS Personal Branding/ What does your brand say about you Hicksville 1:00—4:00 DOL		

**Workshop Policy:** If you do not cancel a workshop you are scheduled to attend, you will no longer be permitted to register for workshops will begin on time; therefore if you are more than 15 minutes late for a workshop you will be refused entry to that workshop.

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January 30 2012