

**FOR CANCELLATIONS ONLY,
CALL**

(516) 797 – 4560

February 2025 Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
3 Unlocking Opportunities: Navigating NYS Civil Service Applications 9:30-11:00 Hicksville NYS	4 Beginning Excel 10:30 - 1:30 Hicksville CNG Job Search Planning 9:30-12:12:30 Massapequa PF	5 Resume Writing 9:30 - 12:30 Hicksville PF	6 Introduction to Quick Books 1:00 – 4:00 Virtual Zoom DD	7 Resume Critique Session 9:30 – 1:15 Hicksville PF
10 Effective Interview Skills 9:30 - 12:30 Hicksville PF Beginning Word 10:30 - 1:30 Massapequa CNG	11 Social Networking In Your Job Search 10:30 - 1:30 Hicksville, CNG	12 Resume Writing 9:30 - 12:30 Massapequa PF	13 Power Point 1:00 – 4:00 Virtual Zoom DD	14 Resume Critique Session 9:30 – 1:15 Massapequa PF
17 PRESIDENTS' DAY Both Offices Closed	18 Intermediate Quick Books 1:00 – 4:00 Virtual Zoom DD Interview Practice Sessions 9:30 - 12:30 Hicksville, PF	19 Resume Writing 9:30 - 12:30 Hicksville PF	20 Job Search Strategies Mature Workers 9:30 - 12:30 Massapequa PF	21 Resume Critique Session 9:30 - 1:15 Hicksville PF
24 Basic Computer Training 9:30 - 12:30 Massapequa KA	25 Job Search Letters That Get Results 9:30 - 12:30 Hicksville PF Linkedin 10:30 – 1:30 Massapequa CNG	26 Resume Writing 9:30 - 12:30 Massapequa PF	27 Intermediate Excel 10:30 – 1:30 Massapequa CNG Networking 9:30 - 12:30 Hicksville PF	28 Resume Critique Session 9:30 – 1:15 Massapequa PF

Career Center Massapequa Career Center
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www.thewp.org
Jan. 7, 2025