

# January 2018




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Braintree, MA 02184

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info@1lifeatatime.org  
www.1lifeatatime.org

Please call or email to  
sign-up for workshops  
and classes

Business Hours  
Monday - Thursday  
8:30am - 4pm  
Friday: 9am-12noon

See website for description of  
workshops.

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> <b>CLOSED</b> 	<b>2</b> <b>Word Basic</b> <b>1:00-2:30 PM</b>	<b>3</b> <b>Behavioral Interview Questions</b> <b>1:00-2:30 PM</b>	<b>4</b> <b>Negotiation Workshop</b> <b>1:00-2:30 PM</b>	<b>5</b>
<b>8</b>	<b>9</b> <b>Career Boot Camp</b> <b>9:00-12:00 noon</b>  <b>Excel Basic</b> <b>1:00-2:30 PM</b>	<b>10</b> <b>Career Boot Camp</b> <b>9:00-12:00 noon</b>  <b>Outlook Basic</b> <b>1:00-2:30 PM</b>	<b>11</b> <b>Career Boot Camp</b> <b>9:00-12:00 noon</b>	<b>12</b>
<b>15</b> <b>Interviewing Techniques/ Role Playing</b> <b>1:00-2:30 PM</b>	<b>16</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>  <b>Power Point Basic</b> <b>1:00-2:30 PM</b>	<b>17</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>	<b>18</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>  <b>Negotiation Workshop</b> <b>1:00-2:30 PM</b>	<b>19</b>
<b>22</b> <b>Email Etiquette</b> <b>1:00-2:30 PM</b>	<b>23</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>  <b>Word Basic</b> <b>1:00-2:30 PM</b>	<b>24</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>	<b>25</b> <b>Career Boot Camp</b> <b>9:00-12 noon</b>  <b>Behavioral Interview Questions</b> <b>1:00-2:30 PM</b>	<b>26</b>
<b>29</b> <b>Outlook Basic</b> <b>1:00-2:30 PM</b>	<b>30</b> <b>Excel Basic</b> <b>1:00-2:30 PM</b>	<b>31</b> <b>Interviewing Techniques/ Role Playing</b> <b>1:00-2:30 PM</b>		