

# NAGE May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 4 Day Supervisory Prep Day 1 –NAGE office Business Writing- Westborough Excel Intermediate-Canton	3 Public Speaking Workshop-Tewksbury Word Intermediate – Boston Word Intermediate-Northampton Excel Advanced-Wrentham	4 Word Intermediate-Boston Word Advanced-Wrentham	5 PowerPoint Intermediate-Waltham	6 CyberSafe- Boston	7
8 Mother's Day	9 Access Beginners-Tewksbury	10 Word Advanced-Northampton Interviewing Skills-Malden	11 Access Intermediate-Boston	12 Access Intermediate-Boston Effective Communications-Framingham Dealing with Difficult People- Boston	13 CyberSafe-Northampton Excel Beginners-Waltham	14
15	16 4 Day Supervisory Prep Day 2 –NAGE office Effective Meetings-Tewksbury Effective Communications-Springfield Defusing Hostile Situations-Northampton PowerPoint Beginners-Wrentham CyberSafe –Westfield MassCareers/Introduction to PC- Northampton	17 CyberSafe-Canton Excel Intermediate- Northampton	18 Excel Advanced-Tewksbury	19 PowerPoint Beginners- Tewksbury	20	21
22	23 4 Day Supervisory Prep Day 3 –NAGE office Dealing with Diff. People-Framingham Excel Beginners-Wrentham	24 4 Day Supervisory Prep Day 4 –NAGE office	25 Excel Advanced-Tewksbury Word Advanced-Boston	26 CyberSafe-Canton Excel Advanced-Tewksbury	27 Word Advanced- Waltham	28
29	30 Memorial Day	31 Word Advanced-Waltham				