

**Job Finding & Business Programs at the Simsbury Public Library  
February 2012**



**Free Business Assistance & Mentoring  
Wednesday, February 1, 2012 (10:00 am – 2:00 pm)**

Are You An Entrepreneur Who Wants To Expand, Improve Profitability Or Improve Operations? Are

You Thinking Of Starting A Business?

SCORE® is a non-profit organization, sponsored by the Small Business Administration, offering free, confidential counseling and mentoring to small businesses and non-profit organizations. Every month, the Simsbury Public Library offers free, one-hour face to face appointments with a SCORE® counselor from the Greater Hartford SCORE® Chapter 56. They will work with you on every aspect of business planning, start-up, management and growth.

**Appointments are available from 10 -2 pm. [Registration is required in advance.](#)**



**Free Tax Counseling**

**Thursdays, Feb 2<sup>nd</sup> – April 12<sup>th</sup> (10:00 am – 4:00 pm)**

**Appointments must be booked in advance; no walk-ins**

AARP Tax-Aide Volunteers will provide free individual income tax filing assistance on Thursdays from 10:05- 4 pm from February 2nd - April 12<sup>th</sup>.

**Reserve your one hour appointment by calling the Simsbury Senior Center at 860.658.3273.** Walk-ins will not be accepted. The program is open to anyone who needs assistance, regardless of age or town residence.



**Microsoft Excel 2007 for Business: Charts**  
**Monday, February 6, 2012 (6:15-7:45 pm)**  
**Technology Learning Center**

Charts can convey much more than numbers alone can because charts present data in a visual way that makes it easier to see the meaning behind the numbers. They help you turn raw data into meaningful information. You can then print the chart, include it in another document or in a PowerPoint presentation. In this class you will learn the basics of creating Excel charts. Excel offers a number of chart variations, each designed to be used for a different purpose. Learn how to use them and customize them. Prerequisite: Working knowledge of Excel required. Space is limited to 20 seats; [you must pre-register.](#)



**Job Negotiations**  
**Wednesday, February 8, 2012 (10:15 am – 12:15 pm)**  
**Library Program Room**

Marcia LaReau, PhD, Motivational Speaker and President of Forward Motion, LLC will discuss research findings on job negotiations and current hiring practices. In this program, you will: review research statistics, find out what is negotiable and when to negotiate, learn how to evaluate salary questions, find out how to prepare for negotiations, learn tips on how to manage the negotiation process and hear what you can do if your company doesn't follow through on promises they made when you were hired. You can't afford to miss this valuable seminar. [Pre-registration requested.](#)



**Leveraging LinkedIn- Advanced Techniques**  
**Thursday, February 9, 2012 (10:15 am – 12:15 pm)**  
**Technology Learning Center**

Do you have a LinkedIn account and connections but feel you aren't getting the most out of this powerful networking tool? During this hands-on session, Carol Mon will teach you advanced LinkedIn tools and techniques. Come prepared to take your profile and LinkedIn knowledge to a higher level. Note: You must have a LinkedIn profile (70% complete or more) and be comfortable using the basic LinkedIn features (making connections, using the search tools, editing your profile). [\*\*Space is limited to 20 seats; you must pre-register for this class.\*\*](#)



### **Microsoft Excel 2007 for Business: Database Features & Text Function**

**Monday, February 13, 2012 (6:15 – 7:45 pm)**

#### **Technology Learning Center**

Do you keep your customer, inventory or other data in an Excel spreadsheet? How can you make the most of this stored data? Excel comes with a library of very powerful functions that help you simplify your worksheet and make the most of your data. You probably have been using the SUM function. Learn how to use powerful functions to manipulate your databases in Excel, to get different results depending on conditions that you define, conditional formatting. Working knowledge of Excel required. Space is limited to 20 seats; [you must pre-register](#)



### **Free Business Assistance & Mentoring**

**Tuesday, February 21, 2012 (10:00 am – 2:00 pm)**

Are You An Entrepreneur Who Wants To Expand, Improve Profitability Or Improve Operations? Are

You Thinking Of Starting A Business?

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**Appointments are available from 10 -2 pm. [Registration is required in advance.](#)**



### **Technology Open Mic**

**Wednesday, February 22nd (6:30 – 8:30 pm)**

#### **Library Program Room**

Join us for a fast paced, information packed program. Members of the audience will have a chance to share their favorite technology tips, techniques, productivity tool, app or gadget. Have a thought on how to tame and manage technology overload? We'll talk about that too. Come to learn, to share or both. You are sure to pick up a lot of new ideas! Note: We will be limiting each "tip" to 2 minutes. If you think your "tip" requires specific equipment or software, please let Jennifer Keohane know by Friday, February 17th (jkeohane@simsburylibrary.info or 860.658.7663 x 2107). [Reserve your seat!](#)



**LinkedIn for Job Seekers- Setting Up a Profile, Making Job Connections, and Searching for Openings**  
**Thursday, February 23, 2012 (10:15 am – 12:15 pm)**  
**Technology Learning Center**

Social media is not just for kids anymore; it is playing a key role in job searches. LinkedIn is one of the more popular networking sites with millions of users. Groups based on interest are set up and have a mechanism to post job openings or to have people post requests for jobs. Even with the job postings it is still the connections that help the most. Being an active user of LinkedIn or some of the other social media sites is a critical piece in a job search. Carol Mon will teach you: How to Create a LinkedIn profile, how to search and make connections, and how to find job openings and information on companies. **IMPORTANT:** You must have a LinkedIn account or visit [www.linkedin.com](http://www.linkedin.com) to set up an account prior to taking this class. **Space is limited to 20 seats; [you must pre-register.](#)**