

Corporate Training SOLUTIONS

Train your people. Transform your company.

Supervisors' Connection

Using LinkedIn as a Professional Tool

May Supervisors' Connection

Summary

LinkedIn is a powerful online platform for professional networking. In this hands-on workshop, we will use both personal or company LinkedIn profiles, demonstrating how to edit and providing tips for best practices to highlight your online visibility. After each section is reviewed, you will work independently to add content to your profile. Use of groups, recommendations, skills, adding connections, privacy settings and strategies to grow your network will be discussed.

Workshop Takeaways:

- Strategies for using LinkedIn to increase your visibility
- Best practices for communicating with your network
- An improved comfort level with navigating the LinkedIn platform

Date: Wednesday, May 16, 2018
Time: 8:00am – 10:00am
Cost: \$49.00 per workshop
Place: NSCC -- CTS, One Ferncroft Rd., DS106, Danvers, MA 01923, Room DS106A

Facilitator: Nancy Wolff Leary has over 25 years of experience in both corporate settings and startup roles. She works with new and established businesses in a variety of industries, helping to optimize their online presence, gain visibility and build their credibility online.

Please Register by May 10th

Call: (978) 236-1240 or Fax: (978) 236-1220 or Email: sryan@northshore.edu

Please complete all questions on this registration form and fax to: NSCC (978) 236-1220 or mail payment and form to: Ms. Susan Ryan, North Shore Community College, One Ferncroft Rd., Danvers, MA 01923.

Date of Birth: Month _____ Day _____ Year _____ (Must Include Birth Date to Register) **Gender:** Male Female
Last Name _____ **First Name** _____ **Middle Initial** _____
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Course Code	Sec.	CRN#	Course Title	Date	Time	Cost
xxx	xxx	xxx	Using LinkedIn as a Professional Tool	5/16/2018	8am – 10am	\$49.00

Payment *MUST* accompany registration form. Please make check payable to: North Shore Community College.
MasterCard, Discover or Visa accepted. (circle one)

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Cardholder Signature _____