

January 2022

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A proud partner of the American **JobCenter** network

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
		Virtual Resume Revival 10:00-12:00 <i>Virtual Networking Now: "Strategic Research-Based Approaches for LinkedIn" 2:00-4:00</i>		
10	11	12	13	14
	Virtual General Orientation 10:00-11:00 Virtual Word I 10:00-12:00 Virtual Writing a Cover Letter 1:30-2:30	Virtual Job Search Strategies and Techniques 8:30-10 Hiring Event: Child Care Careers 10:00-12:00 (see back for details) Virtual Resume Revival 10:00-12:00 On-site CareerScope 11:00-12:30 Virtual/On-site WIOA Orientation 1:00-2:00 On-site General Orientation 2:00-3:00 Virtual Navigating ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual Navigating ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual Word II 10:00-12:00 On-site CareerScope 12:30-2:00 Virtual Modern Interviewing/Video Interviewing 1:30-2:30	Virtual Application Tracking System 10:00-11:00 Virtual Cut Your Job Search by 50% 1:30-2:30
17	18	19	20	21
Information Session: ESS 10:00-12:00 (see back for details)	Virtual Excel I 10:00-12:00 Virtual General Orientation 10:00-11:00 Virtual/On-Site Computer Basics I&II & Open Lab 1:30-2:30	Virtual Job Search Strategies & Techniques 8:30-10 Virtual Resume Revival 10:00-12:00 Virtual Training Webinar 10:00AM (see back for details) On-site CareerScope 11:00-12:30 Virtual/On-site WIOA Orientation 1:00-2:00 On-site General Orientation 2:00-3:00 <i>Virtual Networking Now: "How to Overcome Ageism in Your Job Search 2:00-4:00"</i> Virtual Navigating ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual Navigating ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual Excel II 10:00-12:00 On-site CareerScope 12:30-2:00 Virtual Market Yourself 1:30-2:30 Virtual Ex-Offender Workshop 2:00-3:00	
24	25	26	27	28
Virtual Power Point I & II 10:00-12:00 Virtual Excel III 10:00-12:00 Virtual Preparing for Your Job Search New Beginnings 2022 1:30-2:30	Virtual Guest Speaker George Schonewolf: Negotiating Your Compensation the Rules of the Game 10:00-12:00 Virtual General Orientation 10:00-11:00 Hiring Event: Amazon 10:00-12:00pm (see back for details) Virtual Career/Job Fair Strategies 1:30-2:30	Virtual Job Strategies & Techniques 8:30-10 Virtual Resume Revival 10:00-12:00pm Hiring Event: PA Liquor Store 10-12 (see back for details) Hiring Event: Liberty Coke 10-12 (see back for details) On-site CareerScope 11:00-12:00 Virtual/On-site WIOA Orientation 1:00-2:00 On-site General Orientation 2:00-3:00 Virtual Navigating ATS 2:30-3:00 Virtual Resume Development 3:00-3:30	Virtual Navigating ATS 9:00-9:30 Virtual Resume Development 9:30-10:00 Virtual Ace the Interview/Video Interviewing 10:00-11:00 On-site CareerScope 12:30-2:00 Virtual LinkedIn for Beginners 1:30-2:30	Virtual Overcoming the Age Barrier 10:00-11:00 Virtual Finding Your Fit 1:30-2:30
31				
Virtual Assessment/Personality Tests 1:30-2:30 Virtual Power Point I & II 10:00-12:00				

All workshops are provided at no cost.

Online registration required - Sign up from the events page on the PA CareerLink® Website www.pacareerlink.pa.gov or call 215-781-1073

Bristol Hours: Monday – Friday 8:30 – 4:00

Perkasie Hours: Monday-Friday 8:30-4:00

Computer Workshops

Computers Basics I: Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume online. Please register www.pacareerlink.pa.gov

Computer Basics II: In this workshop learn about identifying the operating system running a computer, what an IP address is and how to identify it, what a network is, more on using the internet, the cloud, internet safety, finding downloads on a computer, and identifying the devices connected to a computer. Please register

www.pacareerlink.pa.gov

Open Lab: Use the computer for job search activities; get assistance with learning the computer; take a tutorial or practice Word, Excel, PowerPoint. Staff available for questions and assistance. Please register

www.pacareerlink.pa.gov

Excel I: Learn the best practices and the foundation for Excel including cursor positions and editing cells; how to create spreadsheets; perform basic data entry; execute spreadsheet operations, copy and fill series, inserting, deleting and adjusting columns and rows; formatting, saving, basic formulas, creating borders, formatting dates and conditional formatting. Please register www.pacareerlink.pa.gov

Excel II: Must have taken Excel I. Learn and perform commonly used formulas; continue copy and fill series; inserting and modifying comments; filtering and sorting; database essentials; perform subtotals; create and modify charts. Excel 2016. Please register www.pacareerlink.pa.gov

Excel III: Learn how to create a PivotTable and a pivot chart, perform lookups, use data validation (control inputs from a list), link cells, IF and Countif functions, using text to columns function and arranging the view of various spreadsheets. **Must have taken Excel I & Excel II and have a strong working knowledge of Excel.** Please register www.pacareerlink.pa.gov

PowerPoint I: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation, and slide transitions. PowerPoint 2016. Please register www.pacareerlink.pa.gov

Word I: Participants become familiar with the software and cursor essentials; learn word processing terms and applications; how to select text; font formatting; paragraph alignment, margins, page setup, saving and spell check. Please register www.pacareerlink.pa.gov

Word II: Must have taken Word I. Learn how to: copy, cut, paste, format painter, format paragraphs and pages. Bullet lists and columns, insert headers and footers, page numbers, tabs, tab stops and symbols, find and replace tables. Word 2016. Please register www.pacareerlink.pa.gov

Job Search Assistance Workshops

Overcoming the Age Barrier: Receive guidance on job search issues specific to the mature worker (Over 50). Learn strategies on how to identify jobs if you are in this market. Register www.pacareerlink.pa.gov

Cut Your Job Search by 50%: Make your job search efficient and effective as possible. Learn tips on being organized, using social media effectively and how networking is critical for the job search. Register at www.pacareerlink.pa.gov

Finding Your Fit: Do you have a well-developed plan for marketing your career? This workshop will highlight how to tackle those challenges through career research and guide you through assessments. "Finding your fit is a journey of self-discovery." Register at www.pacareerlink.pa.gov

Preparing for Your 2021 Job Search-New Beginnings: Career Tips for 2021 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Register at www.pacareerlink.pa.gov

Resume Revival: Assistance in updating and formatting your resume during this workshop. Register at www.pacareerlink.pa.gov

Resume Revival Mini Workshop: This 15-minute workshop will provide information in a summarized approach to meet the demands of busy participants. Register at www.pacareerlink.pa.gov

Assessments and Personality Tests: Strategies on how to approach pre-employment testing. Learn the practical tips and techniques of employment testing to help you feel confident! Register at www.pacareerlink.pa.gov

Writing a Cover Letter: Resumes do not tell your full story to an employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. Can create a cover letter during the workshop. Register at www.pacareerlink.pa.gov

Ex-Offender Workshop: The Ex-offender workshop provides an overview of job search techniques and resources available to participants that have re-entered the community from incarceration. The workshop provides information on resume development, the interview process, and resources available through the PA CareerLink® Bucks County.

Register at www.pacareerlink.pa.gov

Career/Job Fair Strategies: Tips on navigating a Career/Job Fair, including strategies on what to do before, during, and after the on-site or virtual Career/Job Fair. Register at www.pacareerlink.pa.gov

Hiring Events

Information Session: ESS; January 17th 10:00-12:00 Substitute Teachers, Instructional/Non-Instructional Assistants, Non-Permanent, Instructional Assistants. Please apply www.pacareerlink.pa.gov with job posting number 16217653. For additional information contact Tom DeYoung tdeyoung@buckscareerlink.org

Information Session: Amazon; January 25th 10:00-12:00. Multiple positions needed. Please apply at www.pacareerlink.pa.gov with job posting number 16217689. For additional information, please contact Tom DeYoung at tdeyoung@buckscareerlink.org

Hiring Event: PA Liquor Store Clerk; January 26th 10:00-12:00. For additional information please contact Tom DeYoung at tdeyoung@buckscareerlink.org

Hiring Event: Child Care Careers; January 12th 10:00-12:00. Multiple positions needed. For additional information, please contact Tom DeYoung tdeyoung@buckscareerlink.org

Hiring Event: Liberty Coke; January 26th 10:00-12:00. Please apply online at www.pacareerlink.pa.gov using job posting number 16238321. For additional information please contact Tom DeYoung tdeyoung@buckscareerlink.org

Networking Now

Guest Speaker: Lynn Williams-Strategic Research-Based Approaches for LinkedIn 2:00-4:00

Guest Speaker: George Schonewolf-How to Overcome Ageism in YOUR Job Search
2:00-4:00PM

Virtual Training Webinar- January 19th 10:00AM. Please join us to review training opportunities that are available in Information Technology and other computer-based training programs (ex: Microsoft Office Suite). Training providers will be on hand to review their programs and eligibility for funding to attend the training programs will be reviewed.

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

PA OFFICE OF VOCATIONAL REHABILITATION (OVR): The Office of Vocational Rehabilitation offers services to qualified individuals with disabilities, in order to assist them to prepare for, enter, or retain employment. 1-800-221-1042 or www.dli.state.pa.us Keyword: OVR

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. Please contact gsuarez@pa.gov

VITA EDUCATION SERVICES: Vita offers free basic education programs tailored to the individual needs of the adult learner. They include Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, or visit their website www.vitaeducation.org

FREE GED Preparation, Job Readiness/Career Exploration, Job Placement for Young Adults
Bucks County Out of School Youth (OSY) Program provides a variety of transitional programs for young adults aged 16-24 for GED instruction and completion, year-round paid internships, apprenticeships, on-the-job trainings, job readiness, assistance with job searching and connecting participants to employment opportunities. The Bucks County OSY Program also provides summer internship opportunities for recent high school graduates, college preparation for those seeking secondary education, local college, and business/industry tours, as well as assistance, in applying for financial aid. For additional information visit <https://www.bucks.edu/businesscareer/pro-dev/adultliteracyhseged/> or call/text 267-225-2851.



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PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities. This service is 100% Federally Funded with WIOA funds