



IN-PERSON WORKSHOPS

FEBRUARY 2025

1430 DeKalb St.
Norristown, PA 19401
Voice: 610-270-3429
TTY: 610-278-5176
Fax 610-270-3998
Hours: 8:30-4:30 M, T, Th, F;
W- 10:30-4:30
www.pacareerlink.pa.gov

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Online Workshops	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>Resume Writing – Basics</u> 9:30 – 11 AM <u>Cover Letters & Interview Thank You Letters</u> 12 – 1 PM <u>How to Jump Over the Age Barrier & Land a Job</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Returning to the Workforce</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Leveraging AI for Job Search</u> 2 – 3:30 PM	<u>Unemployment Compensation Claims Workshop</u> 10 – 12 PM
10	11	12	13	14
Online Workshops	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>LinkedIn Basics</u> 9:30 – 11 AM <u>Changing Careers & Transferable Skills</u> 12 – 1 PM <u>1 – 1 Interviewing Prep</u> 30 min sessions available – search events to book a slot! 1:30 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Job Search Strategy</u> 9:30 – 11 AM <u>Job Applications & Keywords Tips</u> 12 – 1 PM <u>Branding & Elevator Speeches</u> 2 – 3:30 PM	Online Workshops
17 <i>Center Closed</i>	18	19	20	21
 President's Day	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Professionalism & Workplace Etiquette</u> 9:30 – 11 AM <u>Positive Mindset</u> 12 – 1 PM <u>Resume Writing – Basics</u> 2 – 3:30 PM	<u>Navigating the PA CareerLink® System</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM <u>The Concept of Insurance</u> 9:30 – 10:30 AM <u>Understanding Credit & Loan Basics</u> 11:30 – 12:30 PM <u>LEGAL AID</u> 12:30 – 1:30 PM <u>Accounting 101</u> 1:30 – 2:30 PM	Online Workshops
24	25	26	27	28
Online Workshops	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>Active Interviewing Strategies</u> 9:30 – 11 AM <u>Accomplishment Stories</u> 12 – 1 PM <u>Resume Writing – Basics</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Coping with Job-Search Related Stress</u> 9:30 – 11 AM <u>Networking</u> 12 – 1 PM <u>Management Level Interviewing Tips</u> 2 – 3:30 PM	Online Workshops
		Check out our ONLINE calendar! Registration directions on reverse side. Lots More Workshops	In-house Computer Classes are free! Intensive instruction on Word & Excel. Call the center, ask for Tim.	

* Arrive 20 minutes early

Location: PA CareerLink®, 1430 DeKalb St, Norristown

Garage Parking, mid-block Fornance St–voucher available 1.22.25