



IN-PERSON WORKSHOPS

MARCH 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
<u>Online Workshops</u>	<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>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>Online Workshops</u>
10	11	12	13	14
<u>Online Workshops</u>	<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>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	<u>Unemployment Compensation Claims Workshop</u> 10 – 12 PM
17	18	19	20	21
<u>Online Workshops</u> 	<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>Online Workshops</u>	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Legal Aid – Pardons & Expungements</u> 12:30 – 1:30 PM <u>Navigating the PA CareerLink[®] System</u> 2 – 3:30 PM	<u>Online Workshops</u>
24	25	26	27	28
<u>Online Workshops</u>	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>LinkedIn Basics</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Leveraging AI for Job Search Success</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	<u>Online Workshops</u>
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<u>Online Workshops</u>		Check out our <u>ONLINE</u> calendar! Registration directions on reverse side. Lots More Workshop	In-house <u>Computer Classes</u> are Cost-free! Intensive instruction on Word & Excel. Call the center, ask for Tim.	