


# ONLINE WORKSHOPS

## APRIL 2024



1430 Dekalb St.  
Norristown, PA 19401  
610-270-3429 TTY 610-278-3998  
Fax 610-270-3428  
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> <b>Coping with Job- Related Stress</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 11:30 – 12:30 PM <b>Professionalism &amp; Workplace Etiquette</b> 1:30 – 3 PM	<b>2</b> <b>Accomplishment Stories</b> 9:30 – 10:30 AM <b>Active Interviewing Tips</b> 11:30 – 12:30 PM <b>RESUME Writing - Advanced</b> 1:30 -3 PM	<b>3</b> <b>QuickBooks Desktop – Part 1</b> Data Entry 9:30 – 10:30 AM <b>Windows FILE Management</b> 11:30 – 1 PM <b>MS WORD 4 Resume Formatting</b> 2 – 3 PM	<b>4</b> <b>MS Excel Pivot Tables</b> 9 :30- 11 AM <b>Job Applications &amp; Key Word Tips</b> 12- 1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM	<b>5</b> <b>Management Level Interviewing Tips</b> 9:30 – 11 AM <b>LinkedIn Advanced</b> 12 – 1 PM <b>RESUME Writing - Advanced</b> 2 – 3:30 PM
<b>8</b> <b>Accomplishment Stories</b> 9:30 – 10:30 AM <b>Active Interviewing Tips</b> 11:30 – 12:30 PM <b>Branding/Changing Careers/Transferable Skills</b> 1:30 – 3 PM	<b>9</b> <b>JOB SEARCH Strategies</b> 9:30 – 11 AM <b>Cover Letters Correspondence</b> 12 – 1 PM <b>MS Excel Basic Formula Writing</b> 2 – 3:30 PM	<b>10</b> <b>Coping with Job- Related Stress</b> 9:30 – 11 AM <b>NETWORKING</b> 12 – 1 PM <b>Returning to the Workforce</b> 2 – 3:30 PM	<b>11</b> <b>Navigating PA CareerLink System</b> 2:00 - 3:30 PM	<b>12</b> <b>Welcome Aboard</b> 2 – 3 PM
<b>15</b> <b>How to Jump Over the Age Barrier</b> 9:30 – 11 AM <b>Cover Letters Correspondence</b> 12 – 1 PM <b>RESUME Writing - Advanced</b> 2 – 3:30 PM	<b>16</b> <b>Learning Management Systems</b> 9:30 – 10:30 AM <b>MS Word 4 Resume Formatting</b> 11:30 – 12:30 PM <b>MS OUTLOOK</b> 1:30 – 3 PM	<b>17</b>	<b>18</b> <b>In-Person Workshops</b>	<b>19</b> <b>MS Excel Pivot Tables</b> 9 :30- 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM
<b>22</b> <b>Working Remotely- Tip &amp; Tools</b> 9:30 – 11 AM <b>Cover Letters Correspondence</b> 12 – 1 PM <b>JOB SEARCH Strategy</b> 2 – 3:30 PM	<b>23</b> <b>Returning to the Workplace</b> 9:30 – 11 AM <b>NETWORKING</b> 12 – 1 PM <b>How to Jump Over the Age Barrier</b> 2 – 3:30 PM <b>Learning Management Systems</b> 3:30 – 4:30 PM	<b>24</b> <b>In-Person House Workshops</b>	<b>25</b> <b>Branding/Changing Careers/Transferable Skills</b> 9:30 – 11 AM <b>LinkedIn Advanced</b> 12 – 1 PM <b>Management Level Interviewing Tips</b> 2 – 3:30 PM	<b>26</b> <b>Welcome Aboard</b> 11 – 12 PM
<b>29</b> <b>Branding/Changing Careers/Transferable Skills</b> 9:30 – 11 AM <b>Staying Connected Virtually thru Digital Business Cards</b> 12- 1 PM <b>Positive Mindset</b> 2- 3:30 PM	<b>30</b> <b>Excel Basic Formula Writing</b> 9:30 – 11 AM <b>Adobe PDF</b> 12 – 1 PM <b>RESUME Writing - Advanced</b> 2 – 3:30 PM <b>QuickBooks Desktop – Part 2</b> Credit & Edit Invoices 3:30 – 4 :30 PM		<b>Online Workshops are presented on GO TO Meeting</b> Invitations sent one day prior to the workshop with directions to upload	<b>1-1 Consultations</b> Schedule with the presenter on CHAT following the Resume or LinkedIn workshops

\* Workshops begin promptly

Please complete the survey following the session

3/20/24