

# ONLINE WORKSHOPS



# APRIL 2024

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