



ONLINE WORKSHOPS

AUGUST 2024

1430 Dekalb St.
Norristown, PA 19401
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
Online Workshops are presented on GoToMeeting . Invitations sent one day prior to the workshop with directions to join			1 NEW! Leveraging AI 4 Job Search 9:30 – 11 AM LinkedIn Advanced 12 – 1 PM Returning to the Workforce 2 – 3:30 PM	2 Welcome Aboard 10 - 11 AM
5 QuickBooks Desktop – Part 1 Data Entry 9:30 – 10:30 AM MS Word 4 Resume Formatting 11:30 – 12:30 PM Windows File Management 1:30 – 2:30 PM	6 In-Person Workshops	7 In-Person Workshops	8 Resume Writing Advanced 9:30 – 11 AM Staying Connected Virtually thru Digital Business Cards 12 – 1 PM Active Interviewing Tips 2 – 3:30 PM	9 Branding & Elevator Speeches 9:30 – 11 AM LinkedIn Advanced 12 – 1 PM Management level Interviewing Tips 2 – 3:30 PM
12 Job Search Strategies 9:30 – 11 AM Cover Letters & Interview Thank You Letters 12 – 1 PM MS Excel Basic Formula Writing 2 – 3:30 PM	13 In-Person Workshops	14 In-Person Workshops	15 MS Excel Pivot Tables 9 :30 - 11 AM Job Applications & Key Word Tips 12 - 1 PM Excel Functions Employers Value 2 – 3:30 PM Navigating PA CareerLink® Website 2 – 3:30 PM	16 Working Remotely- Telecommunicating Tip & Tools 9:30 – 11 AM NETWORKING 12 – 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM
19 Resume Writing Advanced 9:30 – 11 AM Changing Careers & Transferrable Skills 12 – 1 PM Active Interviewing Tips 2 – 3:30 PM	20 Spanish – Accomplishment Stories 9:30 – 10:30 AM Spanish- Active Interviewing Strategies 11:30 – 1 PM	21 In-Person Workshops	22 MS Excel Pivot Tables 9 :30 - 11 AM How to Use Recruiters to Land Jobs 12– 1 PM MS Excel Functions Employers Value 2 – 3:30 PM	23 Learning Management Systems 9:30 – 11 AM Welcome Aboard 2 – 3 PM
26 Coping with Job- Related Stress 9:30 – 11 AM Accomplishment Stories 12 –1 PM Professionalism & Workplace Etiquette 2 – 3:30 PM	27 In-Person Workshops	28 In-Person Workshops	29 Spanish - Job Applications & Keyword Tips 9:30 – 10:30 AM Spanish- Resume Writing Advanced 11:30 – 1 PM	30 Resume Writing Advanced 9:30 – 10:30 AM How to Jump Over the Age Barrier 12 – 1:30 PM

* Workshops begin promptly

Please complete the survey following the session

7/16/24