Pennsylvania CareerLink℠ Montgomery County

A proud partner of the AmericanJobCenter network

Online WORKSHOPS



OCTOBER 2026



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
			1	2
Online Workshops are presented at Go-To Meeting. Invitations and directions to join are sent one day prior to the workshop.			Resume Writing - Advanced 12:30 – 2 PM Changing Careers & Transferrable Skills 3 – 4 PM	The Concept of Insurance 9:30 – 10:30 AM Understanding Credit & Loan Basics 11 – 12 PM Accounting 101/102 1 -2:30 PM
5	6	7	8	9
Leveraging AI for Job Search 9:30 –11 AM Accomplishment Stories 12 - 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	Welcome Aboard 11 – 12 PM	MS Excel Basic Formula Writing 9:30 – 11 AM LinkedIn Advanced 12– 1 PM Excel Functions Employers Value 2 – 3:30 PM	Active Interviewing Strategies 12:30 – 2 PM Job Applications & Keyword Tips 3 – 4 PM	Quick Books 1 Data Entry 9:30 – 10:30 AM SKILL UP 11:30 – 12:30 PM MS Word for Resume Formatting 1:30 – 2:30 PM
12 Center Closed	13	14	15	16
	In Person Workshops	Resume Writing Basics 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	Coping with Job-Related Stress 12 – 1:30 PM Navigating the PA CareerLink® System 2 – 3:30 PM Job Search Strategy 2:30- 4 PM	MS Excel Basic Formula Writing 9:30 – 11 AM LinkedIn Advanced 12– 1 PM Excel Functions Employers Value 2 – 3:30 PM
19	20	21	22	23
Resume Writing Advanced 9:30 – 11 AM Job Applications & Keyword Tips 12 – 1 PM Active Interviewing Strategies 2 – 3:30 PM	Leveraging AI for Job Search 9:30 –11 AM Accomplishment Stories 12 - 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	Positive Mindset 9:30 –10:30 AM Resume Writing Advanced 11:30 – 1 PM 1 – 1 Interview Follow-up 30 min sessions 2 – 3 PM	Branding & Elevator Speeches 9:30 – 11 AM Changing Careers & Transferrable Skills 12–1 PM Active Interviewing Strategies 2 – 3:30 PM	Job Search Strategy 9:30- 11 AM Accomplishment Stories 12 - 1 PM Management Level Interviewing Tips 2 – 3:30 PM
26	27	28	29	30
Branding & Elevator Speeches 9:30 – 11 AM Cover Letters & Correspondence 12 -1 PM Professionalism & Workplace Etiquette 2 – 3:30 PM	Welcome Aboard 10 – 11 AM	Microsoft Excel Pivot Tables 9:30 – 11 AM MS Pivot Tables..Beyond the Basics 12 – 1 PM LinkedIn Advanced 2– 3 PM	Quick Books Desktop 2 9:30 – 10:30 AM MS Word for Resume Formatting 11:30 – 12:30 PM	Branding & Elevator Speeches 9:30 – 11 AM Changing Careers & Transferrable Skills 12–1 PM Active Interviewing Strategies 2 – 3:30 PM

*** Workshops begin promptly** **Please complete the survey following the session** 9.25.26