

IN- PERSON WORKSHOPS



MAY 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
		1	2	3
Lots More Workshops!! Check out our <u>ONLINE</u> calendar Registration directions on reverse side	In-house Computer Classes Cost-free! Intensive instruction in Word & Excel available. Call the center & ask 4 Jamie	<u>Job Search Strategy</u> 9:30 – 11 AM <u>Job Applications & Keywords Tips</u> 12 – 1 PM <u>Branding/Changing</u> 9:30 – 11 AM <u>Careers/Transitional Skills</u> 2 -3:30 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>
6	7	8	9	10
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>RESUME WRITING – Basics</u> 9:30 – 11 AM <u>Networking</u> 12 -1 PM <u>Professionalism & Workplace</u> <u>Etiquette</u> 2 – 3:30 PM	<u>On-line Workshops</u>
13	14	15	16	17
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>Interviewing Strategies</u> 11:30 – 12:30 PM <u>RESUME WRITING – Basics</u> 1:30 – 3 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>LEGAL AID-</u> misdemeanor/ expungements 12:30 – 1:30 PM <u>Navigating PA CareerLink Website</u> 2 -3:30 PM	<u>On-line Workshops</u>
20	21	22	23	24
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>RESUME WRITING – Basics</u> 9:30 – 11 AM <u>Cover Letters</u> 12 – 1 PM <u>Correspondence</u> <u>Networking</u> 2 – 3 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>
27 Center Closed	28	29	30	31
 Memorial Day Remembrance	<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>How to Jump Over the Age Barrier & Land a Job</u> 2 – 3:30 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>Accomplishment Stories</u> 9:30 – 11 AM <u>Active Interviewing Strategies</u> 12 - 1 PM <u>RESUME WRITING – Basics</u> 2 - 3:30 PM	<u>Digital Intake</u> Arrive 20 minutes before workshop to complete this improved tool to assist your needs better. 