



ONLINE WORKSHOPS

FEBRUARY 2025



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
3	4	5	6	7
<u>Welcome Aboard</u> 1 – 2 PM	<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Active Interviewing Tips</u> 12 – 1:30 PM <u>Quick Books Desktop - 1 Data Entry</u> 3 – 4 PM	In-Person Workshops	In-Person Workshops	<u>How to Jump Over the Age Barrier</u> 9:30 – 11 AM <u>Job Applications & Key Word Tips</u> 12 – 1 PM <u>Professionalism & Workplace Etiquette</u> 2 – 3:30 PM
10	11	12	13	14
<u>Windows File Management</u> 9:30 – 10:30 AM <u>MS Word for Resume Formatting</u> 1:30 – 12:30 PM <u>Quick Books Desktop 2 - Create & Edit Invoices</u> 1:30 – 2:30 PM	<u>Coping with Job Related Stress</u> 9:30 – 11 AM <u>Returning to the Workforce</u> 12 – 1:30 PM <u>Skill UP</u> - virtual learning 3 – 4 PM	In-Person Workshops	In-Person Workshops	<u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>Job Search Strategies</u> 11:30 – 1 PM <u>Cover Letters & Interview Thank You Letters</u> 2 – 3 PM
17	18	19	20	21
<u>Changing Careers & Transferrable Skill</u> 9:30 – 10:30 AM <u>Leveraging AI for Job Search</u> 11:30 – 1 PM <u>NETWORKING</u> 2 – 3 PM	In-Person Workshops	<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Active Interviewing Tips</u> 2 – 3:30 PM <u>Navigating PA CareerLink®</u> 2 – 3:30 PM	In-Person Workshops	<u>MS Excel Basic Formula Writing</u> 9:30 – 11 AM <u>ADOBE PDF</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM
24	25	26	27	28
<u>Branding & Elevator Speeches</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 12 – 1 PM <u>Management Level Interviewing Tips</u> 2 – 3:30 PM	<u>Changing Careers & Transferrable Skill</u> 9:30 – 10:30 AM <u>Accomplishment Stories</u> 11:30 – 12:30 PM <u>Cover Letters & Interview Thank You Letters</u> 1:30 – 2:30 PM	In-Person Workshops	<u>Welcome Aboard</u> 9:30 – 10:30 AM	<u>MS Pivot Tables</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM
			Online Workshops are presented on GoToMeeting . Invitations & directions to join, sent one day prior to the workshop.	

* Workshops begin promptly

Please complete the survey following the session

1/22/25