

ONLINE WORKSHOPS

JUNE 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
3 RESUME WRITING - Advanced 9:30 – 11 AM LinkedIn Advanced 12 – 1 PM Management Level Interviewing Tips 2 – 3:30 PM	4 Active Interviewing Tips 9:30 – 11 AM Accomplishment Stories 12 – 1 PM Branding/Changing Careers/Transferable Skills 2 – 3:30 PM	5 How to Jump Over the Age Barrier 9:30 – 11 AM Cover Letters & Interview Thank You Letters 12 – 1 PM RESUME WRITING - Advanced 2 – 3:30 PM	6 Welcome Aboard 10 – 11 AM	7 Coping with Job-Related Stress 9:30 – 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM Professionalism & Workplace Etiquette 2 – 3:30 PM
10 Active Interviewing Tips 9:30 – 11 AM Accomplishment Stories 12 – 1 PM RESUME WRITING - Advanced 2 – 3:30 PM	11 MS Excel Pivot Tables 9:30 – 11 AM LGBTQIA+ Job Search Strategies 10 – 11:30 AM Job Applications & Key Word Tips 12 – 1 PM Excel Functions Employers Value 2 – 3:30 PM	12 Job Search Strategies 9:30 – 11 AM Learning Management Systems 11 – 12 PM Cover Letters & Interview Thank You Letters 12 – 1 PM Excel Basic Formula Writing 2 – 3:30 PM	13 LGBTQIA+ Job Search Strategies 1 – 2:30 PM Navigating PA CareerLink Website 2 – 3:30 PM	14  Coping with Job- Related Stress 9:30 – 11 AM QuickBooks Desktop – Part 1 Data Entry 11 – 12 PM NETWORKING 12 – 1 PM MS Word 4 Resume Formatting 1 – 2 PM Returning to the Workforce 2 – 3:30 PM
17 Working Remotely- Telecommunicating Tip & Tools 9:30 – 11 AM LinkedIn Advanced 12 – 1 PM Management level Interviewing Tips 2 – 3:30 PM	18 Welcome Aboard 9 – 10 AM	19 CENTER CLOSED 	20 Branding/Changing Careers/Transferable Skills 9:30 – 11 AM Staying Connected Virtually Thru Digital Business Cards 12- 1 PM Positive Mindset 2- 3:30 PM	21 QuickBooks Desktop - Part 2 Credit & Edit Invoices 9:30 – 10:30 AM Windows FILE Management 11:30 – 1 PM MS Word 4 Resume Formatting 2 – 3 PM
24 Working Remotely- Telecommunicating Tip & Tools 9:30 – 11 AM NETWORKING 12 – 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	25 Branding/Changing Careers/Transferable Skills 9:30 – 11 AM LGBTQIA+ Job Search Strategies 10 – 11:30 AM LinkedIn Advanced 12 – 1 PM Management level Interviewing Tips 2 – 3:30 PM	26 MS Excel Pivot Tables 9:30- 11 AM Learning Management Systems 11 – 12 AM How to Use Recruiters to Land Jobs 12 – 1 PM Excel Functions Employers Value 2 – 3:30 PM	27 MS Excel Basic Formula Writing 9:30 – 11 AM ADOBE PDF 12 – 1 PM LGBTQIA+ Job Search Strategies 1 – 2:30 PM RESUME WRITING - Advanced 2 – 3:30 PM	28 RESUME WRITING - Advanced 9:30 – 11 AM Accomplishment Stories 12 – 1 PM Active Interviewing Tips 2 – 3:30 PM
1-1 Consultations Schedule with the presenter on CHAT following the Resume or LinkedIn workshops				Online Workshops are presented on GoToMeeting Invitations sent one day prior to the workshop with directions to join

* Workshops begin promptly

Please complete the survey following the session

5/22/24