

IN-PERSON 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
			1	2
Lots More Workshops Check out our ONLINE calendar! Registration directions on reverse side	In-house <u>Computer Classes</u> Cost-free! Intensive instruction on Word & Excel available. Call the center and ask for Genny		<u>Welcome Aboard</u> 9 – 10:30 AM	<u>Online Workshops</u>
5	6	7	8	9
<u>Online Workshops</u>	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Positive Mindset</u> 9:30 – 11 AM <u>Changing Careers & Transferrable Skills</u> 12 – 1 PM <u>Professionalism & Workplace Etiquette</u> 2 – 3:30 PM	<u>Active Interviewing Strategies</u> 9:30 – 11 AM <u>Accomplishment Stories</u> 12 – 1 PM <u>Resume Writing – Basics</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>Online Workshops</u>
12	13	14	15	16
<u>Online Workshops</u>	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Job Search Strategies</u> 9:30 – 11 AM <u>Job Applications & Keywords Tips</u> 12 – 1 PM <u>Branding & Elevator Speeches</u> 2 – 3:30 PM	<u>Resume Writing – Basics</u> 9:30 – 11 AM <u>Cover Letters & Interview Thank You Letters</u> 12 – 1 PM <u>Networking</u> 2 – 3 PM	<u>Welcome Aboard</u> 9 – 10:30 AM <u>LEGAL AID-</u> 12:30 – 1:30 PM misdemeanor/expungements <u>Navigating PA CareerLink® Website</u> 2 – 3:30 PM	<u>Online Workshops</u>
19	20	21	22	23
<u>Online Workshops</u>	<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>Online Workshops</u>
26	27	28	29	30
<u>Online Workshops</u>	<u>Welcome Aboard</u> 9 – 10:30 AM <u>Spanish- Resume Writing – Basics</u> 9:30 – 11 AM <u>Spanish- Job Applications & Keyword Tips</u> 12 – 1 PM <u>Spanish- Active Interviewing Strategies</u> 2 – 3:30 PM	<u>New! Leveraging AI for Job Search</u> 9:30 – 11 AM <u>Changing Careers & Transferrable Skills</u> 12 – 1 PM <u>Resume Writing – Basics</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 9 – 10:30 AM	<u>Online Workshops</u>

* **Arrive 20 minutes early**

Location: PA CareerLink®, 1430 DeKalb St, Norristown Garage Parking, mid-block Fornance St–voucher available

7.16.24