Pennsylvania CareerLink Montgomery County

A proud partner of the AmericanJobCenter network

Online WORKSHOPS



NOVEMBER 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
2	3	4	5	6
The Concept of Insurance 9:30 – 10:30 AM Understanding Credit & Loan Basics 11 – 12 PM Accounting 101/102 1 -2:30 PM	Leveraging AI for Job Search Success 9:30 –11 AM Changing Careers & Transferrable Skills 12 – 1 PM Resume Writing Advanced 2 – 3:30 PM	Accomplishment Stories 9:30 – 10:30 AM Welcome Aboard 11:30 – 12:30 PM How to Jump Over the Age Barrier 1:30 – 3 PM	Navigating the PA CareerLink® Website 2 – 3:30 PM	QuickBooks Desktop 1 Data Entry 9:30 – 10:30 AM Microsoft Word for Resume Formatting 11:30 – 12:30 PM
9	**10**	**11 Center Closed**	**12**	**13**
Microsoft Excel Basic Formula Writing 9:30 – 11 AM LinkedIn Advanced 12– 1 PM Microsoft Excel Functions Employers Value 2 – 3:30 PM	Active Interviewing Strategies 9:30 – 11 AM Job Applications & Keyword Tips 12 – 1 PM Resume Writing Basics 2 – 3:30 PM		Branding & Elevator Speeches 9:30 -11 AM Cover letters & Correspondence 12 – 1 PM Professionalism & Workplace Etiquette 2 – 3:30 PM	QuickBooks Desktop 2 9:30 – 10:30 AM SKILL UP 11:30 – 12:30 PM Microsoft Word for Resume Formatting 1:30 – 2:30 PM
16	**17**	**18**	**19**	**20**
Resume Writing Advanced 9:30 – 11 AM Job Applications & Keyword Tips 12 – 1 PM Active Interviewing Strategies 2 – 3:30 PM	Job Search Strategy 9:30- 11 AM	MS Excel Basic Formula Writing 9:30 – 11 AM LinkedIn Advanced 12– 1 PM Microsoft Excel Functions Employers Value 2 – 3:30 PM	Branding & Elevator Speeches 9:30 – 11 AM Changing Careers & Transferrable Skills 12–1 PM Active Interviewing Strategies 2 – 3:30 PM	Leveraging AI for Job Search Success 9:30 –11 AM Accomplishment Stories 12 - 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM
23	**24**	**25**	**26 Center Closed**	**27 Center Closed**
Microsoft Excel Pivot Tables 9:30 – 11 AM MS Pivot Tables..Beyond the Basics 12 – 1 PM LinkedIn Advanced 2– 3 PM Welcome Aboard 3 – 4 PM	How to Jump Over the Age Barrier 9:30 – 11 AM Cover letters & Correspondence 12 – 1 PM Coping with Job-Related Stress 2 – 3:30 PM	Job Search Strategy 9:30- 11 AM Accomplishment Stories 12 - 1 PM Management Level Interviewing Tips 2 – 3:30 PM		
30				
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		**Online Workshops are presented at Go-To Meeting. Invitations and directions to join are sent one day prior to the workshop.**		

*** Workshops begin promptly** **Please complete the survey following the session** 10.22.26