Pennsylvania CareerLink® Montgomery County

A proud partner of the AmericanJobCenter network

Online Workshops

AUGUST 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
3	**4**	**5 IN- PERSON**	**6**	**7**
Online Workshops are presented at Go-To Meeting. Invitations and directions to join are sent one day prior to the workshop.	The Concept of Insurance 9:30 – 10:30 AM Credit/ Debit Cards/ Loans 11 – 12 PM Accounting101/102 1 -2:30 PM	**Welcome Aboard** **Overview of Services** **Registration required** **Check out In- Person Calendar**	Leveraging AI for Job Search 9:30 –11 AM Accomplishment Stories 12 - 1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	Quick Books 1– Data Entry 9:30 – 10:30 AM SKILL UP 11:30 – 12:30 PM
10	**11 IN- PERSON**	**12**	**13**	**14**
Resume Writing - Advanced 9:30 – 11 AM Changing Careers & Transferrable Skills 12–1 PM Job Search Strategy 2 – 3:30 PM	**In-Person Workshops!** **Registration required** **Check out In- Person Calendar**	Welcome Aboard 10 – 11 AM Navigating the PA CareerLink® Website 2 – 3:30 PM	MS Excel Basic Formula Writing 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM Excel Functions Employers Value 2 – 3:30 PM	
17	**18**	**19**	**20**	**21**
Active Interviewing Strategies 9:30 – 11 AM Job Applications & Key Word Tips 12 – 1 PM Coping with Job -Search Related Stress 2 – 3:30 PM	Branding & Elevator Speeches 9:30 – 11 AM LinkedIn -Advanced 12– 1 PM Active Interviewing Strategies 2 – 3:30 PM	Quick Books 2 – 9:30 – 10:30 AM MS Word for Resume Formatting 11:30 – 12:30 PM	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	
24	**25**	**26**	**27**	**28**
Job Search Strategy 9:30- 11 AM Cover Letters & Correspondence 12 -1 PM How to Jump Over the Age Barrier 2 – 3:30 PM	Branding & Elevator Speeches 9:30 – 11 AM Job Applications & Key Word Tips 12 – 1 PM Professionalism / Workplace Etiquette 2 – 3:30 PM	Active Interviewing Strategies 2 – 3:30 PM Welcome Aboard 4 – 5 PM	MS Excel Pivot Tables 9:30 – 11 AM MS Pivot Tables..Beyond the Basics 12 – 1 PM LinkedIn -Advanced 2– 3 PM	Resume Writing - Advanced 9:30 – 11 AM Accomplishment Stories 12 - 1 PM Management Level Interviewing Tips 2 – 3:30 PM
31 IN- PERSON				
In-Person Workshops! **Registration required** **Check out In- Person Calendar**				

*** Workshops begin promptly** **Please complete the survey following the session** 7.28.26