

ONLINE WORKSHOPS



MARCH 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 <u>Welcome Aboard</u> 9:30 – 10:30 AM <u>Branding & Elevator Speeches</u> 11:30 – 1 PM <u>Coping with Job Related Stress</u> 2 - 3:30 PM	4 <u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Active Interviewing Tips</u> 12 – 1:30 PM <u>Quick Books Desktop - 1</u> Data Entry 3 - 4 PM	5 <u>In-Person Workshops</u>	6 <u>In-Person Workshops</u>	7 <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 <u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Active Interviewing Tips</u> 12 – 1:30 PM <u>1 – 1 Interviewing Prep</u> 30 min sessions available – search events to book a slot! 2:30 – 3:30 PM	11 <u>Coping with Job-Related Stress</u> 9:30 – 11 AM <u>Returning to the Workforce</u> 12 – 1:30 PM	12 <u>In-Person Workshops</u>	13 <u>The Concept of Insurance</u> 9:30 – 10:30 AM <u>Understanding Credit & Loan Basics</u> 11:30 – 12:30 PM	14 <u>Credit/Debit Cards & Checking Accounts</u> 9:30 – 10:30 AM <u>Accounting 101</u> 11:30 – 12:30 PM
17 🍀 🍀 🍀 🍀 🍀 🍀 🍀 <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	18 <u>In-Person Workshops</u>	19 <u>SKILL -UP</u> 9:30 – 10:30 AM <u>MS Word for Resume Formatting</u> 11:30 – 12:30 PM <u>Quick Books Desktop 2 - Create & Edit Invoices</u> 1:30 – 2:30 PM	20 <u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>Job Search Strategies</u> 11:30 – 1 PM <u>Cover Letters & Correspondence</u> 2 – 3 PM <u>Navigating PA CareerLink® System</u> 2 – 3:30 PM	21 <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 <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	25 <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	26 <u>In-Person Workshops</u>	27 <u>Welcome Aboard</u> 11 – 12 PM	28 <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
31 <u>MS Pivot Tables..Beyond the Basics</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Resume Writing Advanced</u> 2 – 3:30 PM			Online Workshops are presented on <u>GoToMeeting</u> . Invitations & directions to join, sent one day prior to the workshop.	

* Workshops begin promptly

Please complete the survey following the session

2/21/25