

# IN- PERSON WORKSHOPS

APRIL 2024

1430 Dekalb St.  
 Norristown, PA 19401  
**610-270-3429** TTY **610-278-3998**  
 Fax 610-270-3428  
 Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>Job Search Strategy</u> 9:30 – 11 AM <u>Job Applications &amp; Keywords Tips</u> 12 – 1 PM <u>RESUME WRITING – Basics</u> 2 – 3:30 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>RESUME WRITING – Basics</u> 9:30 – 11 AM <u>NETWORKING</u> 12 -1 PM <u>Professionalism &amp; Workplace</u> <u>Etiquette</u> 2 – 3:30 PM <u>Navigating PA CareerLink Website</u> 2 -3:30 PM	<u>On-line Workshops</u>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>Interviewing Strategies</u> 11:30 – 12:30 PM <u>LEGAL AID</u> - misdemeanor/ expungements 12:30 – 1:30 PM <u>RESUME WRITING – Basics</u> 1:30 – 3 PM	<u>On-line Workshops</u>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<u>On-line 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 &amp; Land a Job</u> 2 – 3:30 PM	<u>WELCOME ABOARD</u> 9 – 10:30 AM	<u>RESUME WRITING – ADVANCED</u> 9:30 – 11 AM <u>Accomplishment Stories</u> 12 – 1 PM <u>Interviewing</u> 2 – 3 PM
<b>29</b>	<b>30</b>			
<u>On-line Workshops</u>	<u>WELCOME ABOARD</u> 9 – 10:30 AM <u>Accomplishment Stories</u> 9:30 – 11 AM <u>Active Interviewing Strategies</u> 12 - 1 PM <u>RESUME WRITING – Basics</u> 2 - 3:30 PM	<b>Lots More Workshops!!</b> Check out our <u>ONLINE</u> calendar Registration directions on reverse side	<b>In-house Computer Classes</b> <b>Cost-free! Intensive instruction in Word &amp; Excel available.</b> <b>Call the center &amp; ask 4 Jamie</b>	<b>Digital Intake</b> Arrive 20 minutes before workshop to complete this improved tool to assist your needs better.