

IN- PERSON WORKSHOPS

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

 **APRIL 2024** 

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
<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 & 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>
8	9	10	11	12
<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 & Workplace Etiquette</u> 2 – 3:30 PM <u>Navigating PA CareerLink Website</u> 2 -3:30 PM	<u>On-line Workshops</u>
15	16	17	18	19
<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>
22	23	24	25	26
<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 & 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
29	30			
<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	Lots More Workshops!! Check out our <u>ONLINE</u> calendar Registration directions on reverse side	In-house Computer Classes Cost-free! Intensive instruction in Word & Excel available. Call the center & ask 4 Jamie	Digital Intake Arrive 20 minutes before workshop to complete this improved tool to assist your needs better.

* Arrive 20 min early

Location: PA CareerLink, 1430 DeKalb St, Norristown

Garage Parking, mid-block Fornance St –voucher available

3.20.24