Pennsylvania CareerLink® Montgomery County

A proud partner of the AmericanJobCenter network

ONLINE WORKSHOPS

APRIL 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
		1 Passover	**2**	**3 Good Friday**
Online Workshops are presented on GoToMeeting. Invitations & directions to join are sent one day prior to the workshop.		**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	**Welcome Aboard** 2:30 – 3:30 PM	
6	**7**	**8**	**9**	**10**
Active Interviewing Strategies 9:30 – 11 AM **Job Applications & Keyword Tips** 12 – 1 PM **Coping with Job Search Related Stress** 2 – 3:30 PM		**The Concept of Insurance** 9:30 – 10:30 AM **Understanding Credit and Loan Basics** 11 – 12 PM **Accounting 101/102** 1 - 2:30 PM	In- Person Workshops	**Resume Writing - Advanced** 9:30 – 11 AM **Changing Careers & Transferrable Skills** 12–1 PM **Professionalism & Workplace Etiquette** 2 – 3:30 PM
13	**14**	**15**	**16**	**17**
Skill UP 2:30 – 3:30 PM	**MS Excel Basic Formula Writing** 9:30 – 11 AM **Adobe PDF** 12 – 1 PM **Microsoft Excel Functions Employers Value** 2 – 3:30 PM	In- Person Workshops	**Branding and Elevator Speeches** 9:30 – 11 AM **LinkedIn Advanced** 12 – 1 PM **Active Interviewing Strategies** 2 – 3:30 PM **Navigating the PA CareerLink® Website** 2 – 3:30 PM	**Cover Letters & Correspondence** 9:30 -10:30 AM **Resume Writing Advanced** 11:30 – 1 PM **1 – 1 Interview Follow-up** 30 min sessions 2 – 3 PM
20	**21**	**22**	**23**	**24**
Microsoft Excel Pivot Tables 9:30 – 11 AM **MS Pivot Tables..Beyond the Basics** 12 – 1 PM **LinkedIn Advanced** 2 – 3 PM	**Accomplishment Stories** 9:30 – 10:30 AM **Networking** 2:30 – 3:30 PM	**Returning to the Workforce** 9:30 – 11 AM **How to Use Recruiters to Land Jobs** 12 – 1 PM	In- Person Workshops	**How to Jump Over the Age Barrier** 9:30 – 11 AM **Cover Letters & Correspondence** 12 – 1 PM **Job Search Strategy** 2 – 3:30 PM
27	**28**	**29**	**30**	
Resume Writing - Advanced 9:30 – 11 AM **Changing Careers & Transferrable Skills** 12 – 1 PM **Management Level Interviewing Tips** 2 – 3:30 PM	In- Person Workshops	**Welcome Aboard** 10 – 11 AM	**Microsoft Word for Resume Formatting** 2:30 – 3:30 PM	

*** Workshops begin promptly** **Please complete the survey following the session** 3.23.26