



ONLINE WORKSHOPS

NOW CLICKABLE! Click the workshop title to go right to registration!

DECEMBER 2024

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
2	3	4	5	6
<u>How to Jump Over the Age Barrier</u> 9:30 – 11 AM <u>Job Applications & Keyword Tips</u> 12 – 1 PM <u>Professionalism & Workplace Etiquette</u> 2 – 3:30 PM	<u>In-Person Workshops</u>	<u>Welcome Aboard</u> 1 – 2 PM	<u>MS Excel Pivot Tables</u> 9:30 – 11 AM <u>Adobe PDF</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM	<u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>Job Search Strategies</u> 11:30 – 1 PM <u>Cover Letters & Interview Thank You Letters</u> 2 – 3 PM
9	10	11	12	13
<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Active Interviewing Tips</u> 12:30 – 2 PM <u>QUICK BOOKS Desktop - 1</u> <u>Data Entry</u> 3 – 4 PM	<u>Working Remotely- Telecommunicating Tips & Tools</u> 9:30 – 11 AM <u>NETWORKING</u> 12 – 1 PM <u>Coping with Job- Search Related Stress</u> 2 – 3:30 PM	<u>In-Person Workshops</u>	<u>Windows FILE Management</u> 9:30 – 10:30 AM <u>MS Word Resume Formatting</u> 11:30 – 12:30 PM <u>Welcome Aboard</u> 1:30 – 2:30 PM	<u>Leveraging AI for Job Search</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 12 – 1 PM <u>Returning to the Workforce</u> 2 – 3:30 PM
16	17	18	19	20
<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Changing Careers & Transferrable Skills</u> 12 – 1 PM <u>Active Interviewing Tips</u> 2 – 3:30 PM <u>QUICK BOOKS Desktop - 2</u> <u>Create & Edit Invoices</u> 3 – 4 PM	<u>Accomplishment Stories</u> 9:30 – 10:30 AM <u>MS Excel Basic Formula Writing</u> 11:30 – 1 PM <u>Cover Letters & Interview Thank You Letters</u> 2 – 3 PM <u>Navigating the PA CareerLink® Website</u> 2 – 3:30 PM	<u>In-Person Workshops</u>	<u>Welcome Aboard</u> 11 – 12 PM	<u>Branding & Elevator Speeches</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 2 – 1 PM <u>Management Level Interviewing Tips</u> 2 – 3:30 PM
23	24 <i>Christmas Eve</i>	25 <i>Happy Holidays</i>	26 <i>Celebrate</i>	27
<u>MS Excel Pivot Tables</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM	 <i>No workshops</i>	 <i>Merry Christmas Center Closed</i>	 <i>Hanukkah</i> <i>Kwanzaa</i>	 <i>No workshops</i>
30	31 <i>New Year's Eve</i>	<i>Happy New Year</i>		
 <i>No workshops</i>	 <i>No workshops</i>		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

11/21/24