

ONLINE WORKSHOPS



MAY 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
<p>Online Workshops are presented on</p> <p>GO TO Meeting</p> <p>Invitations sent one day prior to the workshop with directions to upload</p>	<p>1-1 Consultations</p> <p>Schedule with the presenter on CHAT following the Resume or LinkedIn workshops</p>	<p>1</p> <p><u>In-Person Workshops</u></p>	<p>2</p> <p><u>Welcome Aboard</u> 10 – 11 AM</p> <p><u>LGBTQIA: Job Search Strategies</u> 1 – 2:30 PM</p> <p><u>QuickBooks Desktop – Part 1</u> Data Entry 2:30 – 3:30 PM</p>	<p>3</p> <p><u>Coping with Job- Related Stress</u> 9:30 – 11 AM</p> <p><u>How to Use Recruiters to Land Jobs</u> 12– 1 PM</p> <p><u>Professionalism & Workplace Etiquette</u> 2 – 3:30 PM</p>
<p>6</p> <p><u>RESUME Writing - Advanced</u> 9:30 – 11 AM</p> <p><u>LinkedIn Advanced</u> 12 – 1 PM</p> <p><u>Management Level Interviewing Tips</u> 2 - 3:30 PM</p>	<p>7</p> <p><u>Accomplishment Stories</u> 9:30 – 10:30 AM</p> <p><u>Active Interviewing Tips</u> 11:30 – 12:30 PM</p> <p><u>Branding/Changing Careers/Transferable Skills</u> 1:30 – 3 PM</p>	<p>8</p> <p><u>How to Jump Over the Age Barrier</u> 9:30 – 11 AM</p> <p><u>Cover Letters Correspondence</u> 12 – 1 PM</p> <p><u>RESUME Writing - Advanced</u> 2 – 3:30 PM</p>	<p>9</p> <p><u>MS WORD 4 Resume Formatting</u> 2:30 – 3:30 PM</p>	<p>10</p> <p><u>Learning Management Systems</u> 2:30 – 3:30 PM</p>
<p>13</p> <p><u>Accomplishment Stories</u> 9:30 – 10:30 AM</p> <p><u>Active Interviewing Tips</u> 11:30 – 12:30 PM</p> <p><u>RESUME Writing - Advanced</u> 1:30 – 3 PM</p>	<p>14</p> <p><u>LGBTQIA: Job Search Strategies</u> 10 – 11:30 AM</p>	<p>15</p> <p><u>In-Person Workshops</u></p>	<p>16</p> <p><u>QuickBooks Desktop – Part 2</u> Credit & Edit Invoices 9:30 – 10:30 AM</p> <p><u>Windows FILE Management</u> 11:30 – 1 PM</p> <p><u>MS Word 4 Resume Formatting</u> 2 – 3 PM</p> <p><u>Navigating PA CareerLink System</u> 2 – 3:30 PM</p>	<p>17</p> <p><u>Coping with Job- Related Stress</u> 9:30 – 11 AM</p> <p><u>NETWORKING</u> 12 – 1 PM</p> <p><u>Returning to the Workforce</u> 2 – 3:30 PM</p>
<p>20</p> <p><u>Working Remotely-</u> Telecommunicating Tip & Tools 9:30 – 11 AM</p> <p><u>LinkedIn Advanced</u> 12 – 1 PM</p> <p><u>JOB SEARCH Strategy</u> 2 – 3:30 PM</p>	<p>21</p> <p><u>MS Excel Pivot Tables</u> 9:30- 11 AM</p> <p><u>Job Applications & Key Word Tips</u> 12 – 1 PM</p> <p><u>Excel Functions Employers Value</u> 2 – 3:30 PM</p>	<p>22</p> <p><u>JOB SEARCH Strategies</u> 9:30 – 11 AM</p> <p><u>Cover Letters Correspondence</u> 12 – 1 PM</p> <p><u>Excel Basic Formula Writing</u> 2 – 3:30 PM</p>	<p>23</p> <p><u>Branding/Changing Careers/Transferable Skills</u> 9:30 – 11 AM</p> <p><u>Staying Connected Virtually Thru Digital Business Cards</u> 12- 1 PM</p> <p><u>Positive Mindset</u> 2- 3:30 PM</p>	<p>24</p> <p><u>MS Excel Pivot Tables</u> 9:30- 11 AM</p> <p><u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM</p> <p><u>Welcome Aboard</u> 1 – 2 PM</p> <p><u>Excel Functions Employers Value</u> 2 – 3:30 PM</p>
<p>27 Center Closed</p>	<p>28</p> <p><u>Working Remotely-</u> Tip & Tools 9:30 – 11 AM</p> <p><u>NETWORKING</u> 12 – 1 PM</p> <p><u>How to Jump Over the Age Barrier</u> 2 – 3:30 PM</p> <p><u>Learning Management Systems</u> 3:30 – 4:30 PM</p>	<p>29</p> <p><u>Branding/Changing Careers/Transferable Skills</u> 9:30 – 11 AM</p> <p><u>LGBTQIA: Job Search Strategies</u> 10 – 11:30 AM</p> <p><u>LinkedIn Advanced</u> 12 – 1 PM</p> <p><u>Management Level Interviewing Tips</u> 2 – 3:30 PM</p>	<p>30</p> <p><u>MS Excel Basic Formula Writing</u> 9:30 – 11 AM</p> <p><u>ADOBE PDF</u> 12 – 1 PM</p> <p><u>RESUME Writing - Advanced</u> 2 – 3:30 PM</p>	<p>31</p> <p><u>RESUME Writing - Advanced</u> 9:30 – 11 AM</p> <p><u>Accomplishment Stories</u> 12 – 1 PM</p>

* Workshops begin promptly

Please complete the survey following the session

4/22/24