

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