

IN-PERSON WORKSHOP

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



DECEMBER 2024

1430 Dekalb St.
Norristown, PA 19401
Voice: 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 In-house Computer Classes Cost-free! Intensive instruction on Word & Excel. Call the center, ask for Tim	3 Welcome Aboard 9 – 10:30 AM Active Interviewing Strategies 9:30 – 11 AM Accomplishment Stories 12 – 1 PM Resume Writing – Basics 2 – 3:30 PM	4 Returning to the Workforce 9:30 – 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM Leveraging AI for Job Search Success 2 – 3:30 PM	5 Welcome Aboard 9 – 10:30 AM	6 Online Workshops
9 Online Workshops	10 Welcome Aboard 9 – 10:30 AM	11 Job Search Strategy 9:30 – 11 AM Job Applications & Keyword Tips 12 – 1 PM Branding & Elevator Speeches 2 – 3:30 PM	12 Welcome Aboard 9 – 10:30 AM Resume Writing – Basics 9:30 – 11 AM Cover Letters & Interview Thank You Letters 12 – 1 PM How to Jump Over the Age Barrier & Land a Job 2 – 3:30 PM	13 Online Workshops
16 Online Workshops	17 Navigating the PA CareerLink[®] Website 2 – 3:30 PM	18 LinkedIn Basics 9:30 – 11 AM Changing Careers & Transferable Skills 12 – 1 PM 1 – 1 Interviewing Prep 30 min sessions available – search events to book a slot 1:30 – 3:30 PM	19 Welcome Aboard 9 – 10:30 AM Professionalism & Workplace Etiquette 9:30 – 11 AM Positive Mindset 12 – 1 PM LEGAL AID 12:30 – 1:30 PM Resume Writing – Basics 2 – 3:30 PM	20 Online Workshops
23 Coping with Job-Search Related Stress 9:30 – 11 AM Networking 12 – 1 PM Management Level Interviewing Tips 2 – 3:30 PM	24 No workshops	25 Happy Holidays Christmas Center closed	26 Celebrate Hanukkah Kwanzaa	27 No workshops
30 No workshops	31 New Year's Eve No workshops	Happy New Year!!!	Check out our ONLINE calendar! Registration directions on reverse side. Lots More Workshop	

* Arrive 20 minutes early

Location: PA CareerLink[®], 1430 DeKalb St, Norristown

Garage Parking, mid-block Fornance St–voucher available 11.21.24