

ONLINE WORKSHOPS

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



JANUARY 2025

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 <i>Center Closed</i>	2	3
Online Workshops are presented on GoToMeeting . Invitations & directions to join are sent one day prior to the workshop.		 <i>Happy New Year!</i>	<i>No workshops scheduled</i>	<u>The Concept of Insurance</u> 9:30 – 10:30 AM <u>Understanding Credit & Loan Basics</u> 11:30 – 12:30 PM
6	7	8	9	10
<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	In-Person Workshops	<u>Welcome Aboard</u> 1 – 2 PM	<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>Active Interviewing Tips</u> 12 – 1:30 PM <u>Quick Books Desktop 1 - Data Entry</u> 3 – 4 PM	<u>Credit/Debit Cards & Checking Accounts</u> 9:30 – 10:30 AM <u>Accounting 101</u> 11:30 – 12:30 PM
13	14	15	16	17
<u>MS Excel Basic Formula Writing</u> 9:30 – 11 AM <u>ADOBE PDF</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM	<u>Coping with Job Related Stress</u> 9:30 – 11 AM <u>Returning to the Workforce</u> 12 – 1:30 PM <u>Navigating the PA CareerLink® Website</u> 2 – 3:30 PM <u>Skill UP-</u> virtual learning 3 – 4 PM	In-Person Workshops	<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 <u>Changing Careers/Transferable Skills</u> 3 – 4 PM	In-Person Workshops
20	21	22	23	24
Center Closed 	<u>Leveraging AI for Job Search</u> 9:30 – 11 AM <u>Networking</u> 12 – 1 PM	<u>Resume Writing Advanced</u> 9:30 – 11 AM <u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM <u>Active Interviewing Tips</u> 2 – 3:30 PM	In-Person Workshops	<u>Windows File Management</u> 9:30 – 10:30 AM <u>MS Word Resume Formatting</u> 11:30 – 12:30 PM <u>Quick Books Desktop 2 - Create & Edit Invoices</u> 1:30 – 2:30 PM
27	28	29	30	31
<u>Branding & Elevator Speeches</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 12 – 1 PM <u>Management Level Interviewing Tips</u> 2 – 3:30 PM	<u>Welcome Aboard</u> 11 – 12 PM	<u>Changing Careers & Transferrable Skill</u> 9:30 – 10:30 AM <u>Accomplishment Stories</u> 11:30 – 12:30 PM <u>Cover Letters & Interview Thank You Letters</u> 1:30 – 2:30 PM	In-Person Workshops	<u>MS Excel Pivot Tables</u> 9:30 – 11 AM <u>LinkedIn Advanced</u> 12 – 1 PM <u>Excel Functions Employers Value</u> 2 – 3:30 PM

* Workshops begin promptly

Please complete the survey following the session

12/18/24