


March 2023



Register for any workshop at: www.tinyurl.com/paclchesco
Select Workshop Topic from **Calendar of Events** to Register!
***Virtual Workshops - BLUE FONT**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Workshops listed in Blue Font are offered <u>Virtually only</u>. Workshops listed in Black Font are offered via a hybrid format, <u>either In-Person and Virtually</u>.</p> <p>Sign on to your PA CareerLink® account at www.pacareerlink.pa.gov to register for any of our workshops!</p>		<p>1</p> <p>Workplace Etiquette & Conflict Resolution 10a (MP1)</p> <p>Value of Volunteering 1:30p (MP1)</p>	<p>2</p> <p>Salary Negotiations 10a (MP1)</p> <p>Filing for UC On-Line 10a (MP2)</p> <p>Orientation & Training Info 1:30p (MP1)</p> <p>*Microsoft Access 1 3p</p>	<p>3</p> <p>*Microsoft Windows 10 9:30a</p> <p>*Mgmt. Level Interview Tips 11:30a</p> <p>*Work & Interview Remotely 1:30p</p>
<p>6</p> <p>*Accomplishment Stories 9:30a</p> <p>Marketing for Entrepreneurs 10a (MP1)</p> <p>*Job Search Apps & Keywords 11:30a</p> <p>*Branding, Elevator Speech & Changing Careers 1:30p</p>	<p>7</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Resume Revival 1:30p (MP1)</p> <p>*Overcoming The Age Barrier 6p</p>	<p>8</p> <p>Navigating the PA CareerLink Website 10a (MP1)</p> <p>Modern Interviewing 1:30p (MP1)</p> <p>*Learning Management System 3p</p>	<p>9</p> <p>LinkedIn 101 10a (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p>	<p>10</p> <p>*Microsoft Excel 2 9:30a</p> <p>*LinkedIn Advanced 11:30a</p> <p>*Microsoft Excel 4 1:30p</p>
<p>13</p> <p>Is Entrepreneurship for You? 10a (MP1)</p>	<p>14</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Making Your Money Work 11a (MP2)</p> <p>Managing the Stress of UC 11a (S)</p> <p>Job Search Strategies for Vets 1:30p (MP1)</p> <p>*Assessment & Personality Tests 6p</p>	<p>15</p> <p>Crafting a Marketable Resume 10a (MP1)</p> <p>Business Communications 1:30p (MP1)</p> <p>*Microsoft Word 1 3p</p>	<p>16</p> <p>Time Management & Job Search 10a (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p>	<p></p> <p>*QuickBooks Desktop 2 2:30p</p>
<p>20</p> <p>What is Skill Up® PA 10a (MP1)</p>	<p>21</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Cover Letter Writing 1:30p (MP1)</p> <p>*Resume Revival 6p</p>	<p>22</p> <p>Ace the Interview 10a (MP1)</p> <p>Completing On-Line Job Applications 1:30p (MP1)</p>	<p>23</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Multi-Employer Recruitment Event 12:30p – 3p (MP1/MP2)</p> <p>*Microsoft Word 2 3p</p>	<p>24</p> <p>*Microsoft Excel 1 9:30a</p> <p>*Adobe PDF 11:30a</p> <p>*Microsoft Excel 3 1:30p</p>
<p>27</p>	<p>28</p> <p>Managing the Stress of UC11a (S)</p> <p>Overcoming the Age Barrier 1:30p (MP1)</p> <p>*Modern Interviewing 6p</p>	<p>29</p> <p>Panel Interviews 10a (MP1)</p> <p>LinkedIn 101 1:30p (MP1)</p>	<p>30</p> <p>Discover Your Skills & Find Your Fit 10a (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p> <p>*Microsoft PowerPoint 3p</p>	<p>31</p>

WORKSHOP DESCRIPTIONS

Register for any of these workshops by 'logging on' to your PA CareerLink® account with your Keystone ID/Password at www.tinyurl.com/paclchesco

Once logged on, 'Search Events' and click on individual events to register. If you need assistance, contact 610-280-1031.

For a FULL LIST of Workshop Descriptions – Log onto your PA CareerLink Account and Search the Calendar at: www.tinyurl.com/paclchesco

Full Circle Technology Demonstration Trainings and Online Career Workshops - PA CareerLink® has partnered with Full Circle to provide customers additional FREE workshop opportunities to choose from – including technology demonstration trainings in Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, Windows, Access and LinkedIn Advanced) and additional Online Career Workshops. Full a full description of these workshops, download the flyer at this link: <https://tinyurl.com/yxh2h668>

Modern Interviewing in the Virtual Age - Learn modern interviewing techniques that focus on behavioral questions. You will learn how to answer the hardest questions in an interview.

Resume Revival - Revamp your resume and learn about how to get your resume through an ATS - Applicant Tracking System. Bring a copy of your resume to have it critiqued.

Effective Cover Letter Writing – You will learn how to define the purpose of a cover letter and understand how employers use them in the hiring process. Identify cover letter best practices, understand the components of a cover letter and common errors to avoid

Market Yourself - Do you have a brand? Learn how to create your own personal brand and market yourself effectively.

Salary Negotiations – Are you currently interviewing and/or expecting a job offer? Learn tips and strategies to help you negotiate your salary and benefits package.

Workplace Etiquette & Conflict Resolution – The workplace is constantly evolving – Learn how to keep up, know what to do and when to do it! Learn strategies for managing conflict when presented with a difficult situation.

Panel Interviews – Learn how to define and describe the characteristics of panel interviewing and understand best practices and strategies for interviewing in a panel interview environment.

Time Management & Your Job Search - Time Management is a critical element to an efficient job search. Learn tips and stay organized and focused while searching for a job.

Successful Networking - This workshop will provide attendees an understanding of effective networking strategies. Learn how effective networking can lead to landing a job and how to build and maintain a strong and valuable network.

Job Search Strategies in a Virtual World – Discover hidden job markets and job searching strategies while honing application skills. Identify best practices for searching for jobs online and the evolution of the job search process. List and describe common job search websites and compare their benefits and drawbacks.

Job Search Strategies for Veterans Learn strategies to help with your job search. Topics will include resumes, interviewing, transferable skills and networking.

Overcoming the Age Barrier - Receive guidance on job search issues specific to the mature worker (over 50). Learn strategies how to identify jobs if you are in this market.

LinkedIn 101 – Expand Your Network & Enhance Your Job Search – Already have a LinkedIn profile? Let's update it and make it stand out. Learn how to expand your professional network and increase your chances of landing the job you want.

Resume Writing and Job Search - Chester County Library staff will review the fundamentals of writing a resume; format, content, tips & tricks, required and optional sections, etc. Zoom link will be sent the morning of the event to registered participants. <https://ccls.libcal.com/event/7336045>

Managing the Stress of Unemployment - Are you looking for support at this time of job loss? Join us for the support group help to share in a safe and supportive environment with others who are also experiencing job loss. Family Services Counselor will facilitate this support group.

Legal Clinics - Have a legal issue that you need help with? Schedule a 30 minute appointment with a Legal Aid attorney. Call 610-429-9400 Ext. 4115 or email at ejohnson@uwchestercounty.org

VIRTUAL Workshops Registrants will receive a ZOOM Link the morning of their scheduled workshop. If you do not receive a link, please contact 610-280-1010.