


ONLINE WORKSHOPS

1430 Dekalb St.
Norristown, PA 19401
610-270-3429 TTY Dial 711
Fax 610-270-3428
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30
www.pacareerlink.pa.gov



MAY 2023

Monday	Tuesday	Wednesday	Thursday	Friday
1 Interviewing Strategies 10 – 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM Stress & Anxiety Management Tools 2 – 3 PM Welcome Aboard 3 – 4 PM	2 Management Level Interviewing Tips 9:30 – 11 AM LinkedIn Advanced 12 – 1 PM NETWORKING 2 - 3 PM	3 ONE NOTE 9 – 12 PM	4 In House Workshops	5 MS Excel Pivot Tables 9:30- 11 AM Interviewing Strategies 12 – 1 PM Excel Functions Employers Value 2 – 3:30 PM
8 In House Workshops	9 RESUME Writing - Advanced 9:30 – 11 AM Accomplishment Stories 12 - 1 PM Branding/Changing Careers /Transferable Skills 2 – 3:30 PM	10 In House Workshops	11 How to Jump Over the Age Barrier 9:30 – 11 AM Stress & Anxiety Management Tools 12 – 1 PM Management Level Interviewing Tips 2 -3:30 PM	12 RESUME Writing - Advanced 9:30 – 11 AM LinkedIn Advanced 12- 1 PM JOB SEARCH Strategies 2 – 3:30 PM
15	16 In House Workshops	17 MS Excel Pivot Tables 9:30- 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM Excel Functions Employers Value 2 – 3:30 PM	18 Welcome Aboard 11 - 12 PM Navigating PA CareerLink System 2 – 3:30 PM	19 Working Remotely- Tips & Tools 9:30 – 11 AM Accomplishment Stories 12 – 1 PM RESUME Writing Advanced 2 – 3:30 PM
22 IN - Person Workshops	23 Interviewing Strategies 9:30 – 10:30 AM How to Jump Over the Age Barrier 11:30-1 PM LinkedIn Advanced 2 - 3 PM QuickBooks Desktop – Part 1 Data Entry 3-4 PM	24 MS WORD 4 Resume Formatting 9:30 – 10:30 AM Learning Management Systems (LMS) 11:30 – 12:30 PM	25 In House Workshops	26 Accomplishment Stories 9:30 – 10:30 AM MS Excel Basic Formula Writing 11:30 – 1 PM Interviewing Strategies 2 – 3 PM
29 Center Closed	30 Cover Letters & Correspondence 10 – 11 AM How to Use Recruiters to Land Jobs 12-1 PM Stress & Anxiety Management Tools 2-3 PM QuickBooks Desktop – Part 2 Credit & Edit Invoices 3-4 PM	31 JOB SEARCH Strategies 9:30 – 11 AM Job Applications & Keyword Tips 12 – 1 PM RESUME Writing - Basics 2 – 3:30 PM	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 Advanced or LinkedIn workshops

* Workshops begin promptly

Please complete the survey following the session 4/24/23