PA CAREERLINK® MONTGOMERY COUNTY WORKSHOP DESCRIPTIONS

Workshops are provided at *NO COST* to you. You must be enrolled in the PA CareerLink® system to attend. Pre-registration is required. Refer to directions below.
Please be prompt. No admittance after the start of the workshop.

Welcome Aboard - Overview of services. Recommended for all job seekers.

Resume Writing – Basics - The format and the content of your resume are critical. This workshop is suggested for people without a resume that want a quick start on developing a high-quality basic resume.

Resume Writing – Advanced - Do you have a resume that needs upgrading? This workshop will teach you the best way to use your resume, how to customize it for specific jobs, and how to improve and enhance its content. (1-1 review available with staff member after participation)

Active Interviewing Strategies - The key to "acing" the interview is preparation and practice! Learn a more active and successful approach to winning interviews.

Job Search Strategy - Finding a job becomes easier with the right job search ingredients and strategy. Learn what is required to be 'job search ready' including all the written documents and job search strategies that land jobs faster.

Management Level Interviewing Tips - Advanced interview strategies for the high-end professionals.

How to Use Recruiters to Land Jobs - Choosing the recruiter right for you; effective strategies for working with recruiters; using recruiters for long-term career management.

Networking - The #1 most successful strategy for landing a job. Learn strategies and how networking is used most effectively in job search.

LinkedIn - Explore the professional networking website! Attend *Basics*, to sign-up, create a profile and develop a contact list. Attend *Advanced* to enrich your summary statements and learn additional functions.

Branding/Changing Careers/Transferable Skills - Your personal brand is your promise about the value you bring to an employer. Learn about branding & developing an 'elevator' speech that communicates your brand and translates your skills across other employment opportunities.

Learning Management System (LMS) - This workshop introduces you to online tutorials for continuous learning at your convenience. Popular tutorials include Microsoft Office, Information Technology, customer service, communications and general business skills.

Stress & Anxiety Management Tools - Whose Driving Your Brain? Focus on what "stress" is & how it is draining value from life. Discuss causes & tools to reduce & manage it.

Cover Letters & Interview 'Thank You' Letters - Learn how to write a 'T' cover letter, the newest trend in cover letters. Learn when and what method to use to correspond with employers.

Accomplishment Stories - Success stories impress interviewers. Don't go to interviews without them! Learn about situational & behavioral questions and other tips to ace the interview.

How to Jump Over the Age Barrier & Land a Job! - Strategic strategies for the mature worker on how to compete in a younger job market.

Working Remotely - Telecommuting Tips & Tools for Job Seekers - How to communicate and work productively using online tools such as GoToMeeting.

Job Search Applications & Keyword Tips - This workshop is great for beginners. Learn helpful tips on completing job applications and using keywords and phrases to grab employer's attention.

Excel Functions that Employers Value - Learn the Excel functions that will impress a future employer: IF statements, VLOOKUP, TRIM, RIGHT and LEFT, plus a basic review of Basic Math (PEMDAS) for formula writing.

QuickBooks Desktop - **Desktop 1 on Data Entry and Desktop 2 to Create & Edit Invoices**. Learn how to create/edit invoices and bills, process payments, and reconcile your accounts to verify your QuickBooks account records match with the bank's records.

Hands-On Technology Courses - Check calendar for monthly offering of rotating, remote courses designed for accelerated learning including, Tableau, Access, and Digital Marketing Series. These three hours plus workshops are presented on WebEx. Register on "Events".

Microsoft Computer Instruction (Not Listed on Calendar) - Free computer instruction on Word 2016 and Excel 2016. **Please call for a skill survey and class schedule.** Instruction is for participants who need computer skills required for employment.

Additional Microsoft Excel, Word, Outlook Workshops – Look out for additional workshops on Microsoft products to up your skills.

PA CAREERLINK® MONTGOMERY COUNTY PARTNER PROGRAMS

Veteran's Services - A veteran representative is available to assist veterans with serious barriers to employment, in securing employment and training.

Maturity Works - The Senior Community Employment Program is a community service and work based training program for eligible people 55 years of age and older. Participants must have a family income of no more than 125% above the Federal Poverty Level and must be unemployed. Contact Shirl Watson, 610.270.3429 x 6162

Legal Aid - Professional lawyers address expungements and pardons at this monthly workshop.

Keystone Opportunity Center - Provides monthly ESL and GED classes for residents in the Souderton and Lansdale area. Contact Barry Schwartz, 267-663-1001

YWCA - Provides monthly ESL and GED classes for residents in the Pottstown and Norristown areas. Contact Corrine McGrail, 610-427-5830.

MontcoWorks NOW - Montgomery County Intermediate Unit year-round programs serve youth and young adults ages 14-24.

REGISTER FOR A WORKSHOP

1. Sign into your account on PA CareerLink www.pacareerlink.pa.gov
2. Click on "Events" on the tool bar
3. Choose "Search Events"
4. Scroll down left side of screen, select Montgomery County to see the calendar or list view
5. Click on the workshop then "register"