



# ONLINE WORKSHOPS

## JUNE 2023



Monday	Tuesday	Wednesday	Thursday	Friday
<p>Online Workshops are presented on</p> <p><b>Go TO Meeting</b></p> <p>Invitations sent one day prior to the workshop with directions to upload</p>	<p><b>1-1 consultations</b></p> <p>Schedule with the presenter on CHAT following the <u>Resume</u> Advanced or <u>LinkedIn</u> workshops</p>		<p><b>1</b></p> <p><u>Welcome Aboard</u> 1 – 2 PM</p>	<p><b>2</b></p> <p><u>MS Excel Pivot Tables</u> 9:30- 11 AM</p> <p><u>Interviewing Strategies</u> 12 – 1 PM</p> <p><u>Excel Functions Employers Value</u> 2 – 3:30 PM</p>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<p><b>In Person Workshops</b></p>	<p><u>JOB SEARCH Strategies</u> 9:30 – 11 AM</p> <p><u>MS WORD 4 Resume Formatting</u> 12 – 1 PM</p> <p><u>Learning Management Systems (LMS)</u> 2 – 3 PM</p> <p><u>QuickBooks Desktop – Part 1</u> Data Entry 3:30 – 4:30 PM</p>	<p><b>In Person Workshops</b></p>	<p><u>RESUME Writing - Advanced</u> 9:30 – 11 AM</p> <p><u>Accomplishment Stories</u> 12 - 1 PM</p> <p><u>Branding/Changing Careers /Transferable Skills</u> 2 – 3:30 PM</p>	<p><u>How to Jump Over the Age Barrier</u> 9:30–11 AM</p> <p><u>Interviewing Strategies</u> 12 – 1 PM</p> <p><u>Working Remotely- Tips &amp; Tools</u> 2 -3:30 PM</p>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<p><b>Center Closed</b></p>	<p><u>Branding/Changing Careers /Transferable Skills</u> 9:30 – 11 AM</p> <p><u>NETWORKING</u> 12 - 1 PM</p> <p><u>Stress &amp; Anxiety Management Tools</u> 2 – 3:30 PM</p>	<p> Flag Day</p> <p><b>In Person Workshops</b></p>	<p><u>Learning Management Systems (LMS)</u> 9:30 – 10:30 AM</p> <p><u>Navigating PA CareerLink System</u> 2 – 3:30 PM</p>	<p><u>Working Remotely- Tips &amp; Tools</u> 9:30 – 11 AM</p> <p><u>Accomplishment Stories</u> 12 – 1 PM</p> <p><u>RESUME Writing Advanced</u> 2 – 3:30 PM</p>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<p><u>Management Level Interviewing Tips</u> 9:30 – 11 AM</p> <p><u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM</p> <p><u>RESUME Writing Advanced</u> 2 – 3:30 PM</p>	<p><u>MS Excel Pivot Tables</u> 9 :30- 11 AM</p> <p><u>LGBTQIA + Employment Strategies</u> 2 – 3:30 PM</p> <p><u>How to Use Recruiters to Land Jobs</u> 12 – 1 PM</p> <p><u>Excel Functions Employers Value</u> 2 – 3:30 PM</p>	<p><b>In Person Workshops</b></p>	<p><u>LinkedIn Advanced</u> 9:30 – 10:30 AM</p> <p><u>Job Applications &amp; Keyword Tips</u> 11:30 – 12:30 PM</p> <p><u>Welcome Aboard</u> 1:30 – 2:30 PM</p>	<p><u>Branding/Changing Careers /Transferable Skills</u> 9:30 – 11 AM</p> <p><u>Job Applications &amp; Keyword Tips</u> 12 – 1 PM</p> <p><u>JOB SEARCH Strategies</u> 2 – 3:30 PM</p>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<p><b>In Person Workshops</b></p>	<p></p>	<p><u>Stress &amp; Anxiety Management Tools</u> 9:30 – 11 AM</p> <p><u>Accomplishment Stories</u> 12 - 1 PM</p> <p><u>RESUME Writing - Basics</u> 2 – 3:30 PM</p>	<p><u>Cover Letters &amp; Correspondence</u> 9:30 – 10:30 AM</p> <p><u>MS Excel Basic Formula Writing</u> 11:30 – 1 PM</p> <p><u>Interviewing Strategies</u> 2 – 3 PM</p> <p><u>QuickBooks Desktop – Part 2</u> Credit &amp; Edit Invoices 3–4 PM</p>	<p><u>Branding/Changing Careers /Transferable Skills</u> 9:30 –10:30 AM</p> <p><u>LinkedIn Advanced</u> 11:30 – 1 PM</p> <p><u>RESUME Writing Advanced</u> 2 – 3:30 PM</p>

\* Workshops begin promptly

Please complete the survey following the session 5/25/23