



IN- PERSON WORKSHOPS



SEPTEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
				1
Computer Classes Cost-free intensive instruction in Word & Excel available. Call the center & ask 4 Jamie		Lots More Workshops!! Check out our ONLINE calendar! Registration directions on reverse side		On-line Workshops
4 Center Closed	5	6	7	8
 Labor Day	WELCOME ABOARD 9 – 10:30 AM	How to Jump Over the Age Barrier & Land a Job 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM RESUME WRITING – Basics 2 – 3:30 PM	WELCOME ABOARD 9 – 10:30 AM	On-line Workshops
11	12	13	14	15
On-line Workshops	WELCOME ABOARD 9 – 10:30 AM	RESUME WRITING – Basics 9:30 – 11 AM Accomplishment Stories 12 - 1 PM Branding/Changing Careers Transferrable Skills 2 – 3:30 PM	WELCOME ABOARD 9 – 10:30 AM	On-line Workshops
18	19	20	21	22
	WELCOME ABOARD 9 – 10:30 AM Management Level Interviewing Tips 9:30 – 11 AM Interviewing Strategies 12 – 1 PM RESUME WRITING – Basics 2 – 3:30 PM	Navigating PA CareerLink System 2 – 3:30 PM	WELCOME ABOARD 9 – 10:30 AM LEGAL AID- misdemeanor expungements 12:30 – 1:30 PM	On-line Workshops
25	26	27	28	29
On-line Workshops	WELCOME ABOARD 9 – 10:30 AM	On-line Workshops	WELCOME ABOARD 9 – 10:30 AM RESUME WRITING – Basics 9:30 – 11 AM Job Search Applications, Keyword Tips 12 – 1 PM How to Jump Over the Age Barrier & Land a Job 2 – 3:30 PM	LinkedIn- Basics 9:30 – 11 AM How to Use Recruiters to Land Jobs 12 – 1 PM NETWORKING 2 – 3 PM

* Workshops begin promptly

Location: PA CareerLink, 1430 DeKalb St, Norristown

Garage Parking, mid-block Fornance St –voucher available 8.22.23