

ONLINE WORKSHOPS



SEPTEMBER 2023

1430 Dekalb St.
Norristown, PA 19401
610-270-3429 TTY 610-278-5176
Fax 610-270-3428
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30
www.pacareerlink.pa.gov

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Online Workshops are presented on</p> <p>Go TO Meeting</p> <p>Invitations sent one day prior to the workshop with directions to upload</p>		<p>1-1 consultations</p> <p>Schedule with the presenter on CHAT following the <u>Resume</u> Advanced or <u>LinkedIn</u> workshops</p>		<p>1</p> <p>RESUME Writing Basics 9:30 – 11 AM</p> <p>Job Applications & Key Word Tips 12- 1 PM</p> <p>JOB SEARCH Strategies 2 – 3:30 PM</p>
<p>4 Center Closed</p>	<p>5</p> <p>NETWORKING 9:30 -10:30 AM</p> <p>Learning Management Systems (LMS) 10:30 – 11:30 AM</p> <p>Stress & Anxiety Management Tools 11:30 – 1 PM</p> <p>Interviewing Strategies 2 - 3 PM</p>	<p>6</p> <p>In Person Workshops</p>	<p>7</p> <p>RESUME Writing - Advanced 9:30 – 11 AM</p> <p>Accomplishment Stories 12 - 1 PM</p> <p>Branding/Changing Careers /Transferable Skills 2 – 3:30 PM</p>	<p>8</p> <p>Management Level Interviewing Tips 9:30 – 11 AM</p> <p>LinkedIn Advanced 12- 1 PM</p> <p>Welcome Aboard 1 – 2 PM</p> <p>JOB SEARCH Strategies 2 – 3:30 PM</p>
<p>11</p> <p>MS Excel Pivot Tables 9 :30- 11 AM</p> <p>Interviewing Strategies 12 -1 PM</p> <p>Excel Functions Employers Value 2 – 3:30 PM</p>	<p>12</p> <p>Cover Letters & Correspondence 9:30 – 10:30 AM</p> <p>MS Excel Basic Formula Writing 11:30 – 1 PM</p> <p>LinkedIn Advanced 2 – 3 PM</p>	<p>13</p> <p>In Person Workshops</p>	<p>14</p> <p>How to Jump Over the Age Barrier 9:30–11 AM</p> <p>Accomplishment Stories 12 - 1 PM</p> <p>RESUME Writing - Advanced 2 – 3:30 PM</p>	<p>15</p> <p>Management Level Interviewing Tips 9:30 – 11 AM</p> <p>How to Use Recruiters to Land Jobs 12 – 1 PM</p> <p>RESUME Writing - Advanced 2 – 3:30 PM</p>
<p>18</p>	<p>19</p> <p>In Person Workshops</p>	<p>20</p> <p>How to Jump Over the Age Barrier 9:30–11 AM</p> <p>Accomplishment Stories 12 - 1 PM</p> <p>Navigating PA CareerLink System 2 – 3:30 PM</p>	<p>21</p> <p>Stress & Anxiety Management Tools 9:30 – 11 AM</p> <p>Accomplishment Stories 12 – 1 PM</p> <p>QuickBooks Desktop – Part 1 Data Entry 1 – 2 PM</p> <p>RESUME Writing - Advanced 2 – 3:30 PM</p>	<p>22</p> <p>Working Remotely- Tips & Tools 9:30 – 11 AM</p> <p>Cover Letters & Correspondence 12 – 1 PM</p> <p>JOB SEARCH Strategies 2 – 3:30 PM</p>
<p>25</p> <p>MS Excel Pivot Tables 9 :30- 11 AM</p> <p>How to Use Recruiters to Land Jobs 12 – 1 PM</p> <p>Excel Functions Employers Value 2 – 3:30 PM</p>	<p>26</p> <p>MS OUTLOOK 9:30 – 11 AM</p> <p>Welcome Aboard 1 - 2 PM</p> <p>Windows FILE Management 2 – 3:30 PM</p>	<p>27</p> <p>Branding/Changing Careers /Transferable Skills 9:30 – 11 AM</p> <p>NETWORKING 12 - 1 PM</p> <p>Working Remotely- Tips & Tools 2 – 3:30 PM</p>	<p>28</p> <p>Learning Management Systems (LMS) 9:30 – 10:30 AM</p> <p>MS WORD 4 Resume Formatting 11:30 – 12:30 PM</p> <p>QuickBooks Desktop – Part 2 Credit & Edit Invoices 1:30 – 2:30 PM</p>	<p>29</p> <p>Learning Management Systems (LMS) 1 – 2 PM</p>

* Workshops begin promptly

Please complete the survey following the session

8/23/23