




# ONLINE WORKSHOPS



## NOVEMBER 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b>	<b>2</b>	<b>3</b>
<p>Online Workshops are presented on <b>Go TO Meeting</b></p> <p>Invitations sent one day prior to the workshop with directions to upload</p>		<p><b>RESUME Writing Basics</b> 9:30 – 11 AM</p> <p><b>Job Applications &amp; Key Word Tips</b> 12- 1 PM</p> <p><b>JOB SEARCH Strategies</b> 2 – 3:30 PM</p>	<p><b>NETWORKING</b> 9:30 -10:30 AM</p> <p><b>Stress &amp; Anxiety Management Tools</b> 11:30 – 1 PM</p> <p><b>Interviewing Strategies</b> 2 - 3 PM</p>	<p><b>In-House Workshops</b></p>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<p><b>MS Excel Pivot Tables</b> 9 :30- 11 AM</p> <p><b>Interviewing Tips</b> 12 – 1 PM</p> <p><b>Excel Functions Employers Value</b> 2 – 3:30 PM</p>	<p><b>RESUME Writing - Advanced</b> 9:30 – 11 AM</p> <p><b>Accomplishment Stories</b> 12 - 1 PM</p> <p><b>Branding/Changing Careers /Transferable Skills</b> 2 - -3:30 PM</p>	<p><b>Welcome Aboard</b> 11:30- 12:30 PM</p> <p><b>Windows FILE Management</b> 1:30 - 3 PM</p>	<p><b>In-House Workshops</b></p>	<p><i>Thank you for your service!</i></p>  <p><b>VETERAN</b></p>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<p><b>Cover Letters &amp; Correspondence</b> 9:30 – 10:30 AM</p> <p><b>MS Excel Basic Formula Writing</b> 11:30 – 1 PM</p> <p><b>LinkedIn Advanced</b> 2 – 3 PM</p>	<p><b>How to Jump Over the Age Barrier</b> 9:30–11 AM</p> <p><b>Accomplishment Stories</b> 12 - 1 PM</p> <p><b>Interviewing Tips</b> 2 – 3:30 PM</p>	<p><b>Management Level Interviewing Tips</b> 9:30 – 11 AM</p> <p><b>Learning Management Systems (LMS)</b> 11 – 12 PM</p> <p><b>LinkedIn Advanced</b> 12 – 1 PM</p> <p><b>JOB SEARCH Strategies</b> 2 – 3:30 PM</p>	<p><b>How to Jump Over the Age Barrier</b> 9:30–11 AM</p> <p><b>Accomplishment Stories</b> 12 – 1 PM</p> <p><b>RESUME Writing - Advanced</b> 2 – 3:30 PM</p> <p><b>Navigating PA CareerLink System</b> 2 – 3:30 PM</p>	<p><b>Returning to the Workplace</b> 9:30 – 11 AM</p> <p><b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM</p> <p><b>RESUME Writing - Advanced</b> 2 – 3:30 PM</p>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<p><b>MS Excel Pivot Tables</b> 9 :30- 11 AM</p> <p><b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM</p> <p><b>Excel Functions Employers Value</b> 2 – 3:30 PM</p>	<p><b>MS WORD 4 Resume Formatting</b> 9:30 – 10:30 PM</p> <p><b>QuickBooks Desktop – Part 1</b> Data Entry 11:30 – 12:30 PM</p>	<p><b>Stress &amp; Anxiety Management Tools</b> 9:30 – 11 AM</p> <p><b>Accomplishment Stories</b> 12 – 1 PM</p> <p><b>RESUME Writing - Advanced</b> 2 – 3:30 PM</p>	<p><b>Happy Thanksgiving</b></p> 	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
<p><b>In-House Workshops</b></p>	<p><b>Working Remotely-</b> Tips &amp; Tools 9:30 – 11 AM</p> <p><b>Cover Letters &amp; Correspondence</b> 12 – 1 PM</p> <p><b>JOB SEARCH Strategies</b> 2 – 3:30 PM</p> <p><b>QuickBooks Desktop – Part 2</b> Credit &amp; Edit Invoices 3:30 – 4:30 PM</p>	<p><b>Welcome Aboard</b> 9:30 – 10:30 AM</p> <p><b>Microsoft Outlook</b> 11:30 – 1 PM</p> <p><b>Learning Management Systems (Working Remotely- (LMS)</b> Tips &amp; Tools 2 – 3 PM</p>	<p><b>Branding/Changing Careers /Transferable Skills</b> 9:30 – 11 AM</p> <p><b>NETWORKING</b> 12 - 1 PM</p> <p><b>Working Remotely-</b> Tips &amp; Tools 2 – 3:30 PM</p>	<p><b>1-1 consultations</b></p> <p>Schedule with the presenter on <b>CHAT</b> following the <b>Resume</b> Advanced or <b>LinkedIn</b> workshops</p>

\* Workshops begin promptly

Please complete the survey following the session

10/20/23