





ON~LINE WORKSHOPS

SEPTEMBER 2019

1855 New Hope Street
Norristown, PA 19401
610-270-3429
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
2	3	4	5	6
 <p>OFFICE CLOSED</p>	<p>Interviewing Strategies 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM</p>		<p>Cover & Interview 'Thank You' Letters 5 – 6 PM NETWORKING 6:30 – 7:30 PM</p>	
9	10	11	12	13
<p>Job Search Strategies 10:30 AM – 12 PM Senior Level Interviewing 12:30 - 2 PM</p>			<p>Welcome Aboard! 10:30 – 11:30 AM Microsoft EXCEL Formula Writing 1 – 2:30 PM Accomplishment Stories 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM</p>	
16	17	18	19	20
	<p>Interviewing Strategies 5 - 6 PM Job Search Strategies 6:30 – 8 PM</p>	<p>Accomplishment Stories 10:30 – 11:30 AM</p>		
23	24	25	26	27
<p>Cover & Interview 'Thank You' Letters 5- 6 PM LinkedIn Advanced 6:30 – 7:30 PM</p>	<p>Interviewing Strategies 5 - 6 PM NETWORKING 6:30 – 7:30 PM</p>		<p>Learning Management Systems 10:30 -11:30 AM Microsoft Windows 1 – 2:30 PM</p>	
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<p>Job Search Strategies 10:30 AM – 12 PM Microsoft WORD 4 Resume Formatting 12:30 - 2 PM</p>		 <p>On-Line Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop.</p>	<p>Workshop Descriptions & Directions to Register are located on back of this Calendar. Registration required for all workshops. Flyers available for all workshops</p>	<p>What is Welcome Aboard? An introduction to services through PA CareerLink. Participation is required for continued services and training grants. Call to register</p>

Workshops begin Promptly.

Please complete the survey following the session.

ON-LINE WORKSHOP SERIES

MONTCO WELCOMES YOU!

Welcome Aboard! – learn about the PA CareerLink® services available to job seekers

TECHNOLOGY DEMONSTRATION TRAINING

Microsoft Word – tips for formatting your resume

Microsoft Excel – spreadsheet data entry and basic formula writing tips

Microsoft Outlook – email and calendar navigation and efficiencies

Microsoft Windows – file management and desktop control

LinkedIn Advanced Concepts – enrich summary statements and learn advanced functions

Learning Management System (LMS) – gain access to a powerful on-line tutorial website to learn great technology and business skills

CAREER WORKSHOPS

Networking – ramp up your networking skills and land your next position

Job Search Strategy – learn how to search for jobs efficiently

Cover Letters/Correspondence – feel confident about putting a cover letter on every resume you send and following through after every interview

Senior Level Interview – learn advanced interview strategies for senior level jobseekers

Active Interviewing – be a job candidate who actively communicates job winning information to the interviewer

Accomplishment Stories – Impress your prospective employer by explaining how you went above and beyond on your former job

Registration:

Go to www.pacareerlink.pa.gov and **sign in**

Click on “Events” on tool bar

Scroll down (left side of screen) select Montgomery County

Click on “Search Events”

Locate Event

Click on Event

Click Register

Change month by clicking upper right-hand



Instructions to download WEBEX & the invitation to access the workshop will be sent one day prior to the event.