

ONLINE WORKSHOPS

APRIL 2020



Monday	Tuesday	Wednesday	Thursday	Friday
		1 <u>Job Search Strategies</u> 10 - 11:30 AM <u>Resume Writing- Basics</u> 1:30 - 3 PM	2 <u>How to Jump Over the Age Barrier</u> 10:30 - 12 PM <u>Senior Level Interviewing</u> 2 - 3:30 PM	3
6 <u>How to Register on PA CareerLink</u> 10:30 - 11:30 AM <u>LinkedIn-BASICS</u> 12:30 - 2 PM <u>NETWORKING</u> 3- 4 PM	7 <u>Branding/Changing Careers /Transferable Skills</u> 10:30 - 12 PM <u>LinkedIn Advanced</u> 1 - 2 PM <u>Accomplishment Stories</u> 3 - 4 PM <u>Interviewing Strategies</u> 4:30 - 5:30 PM	8 <u>Welcome Aboard!</u> 10 - 11 AM <u>How to Use Recruiters to Land a Job</u> 10-11 AM <u>Resume Writing Advanced</u> 12 - 1:30 PM <u>Microsoft EXCEL for Basic Formula Writing</u> 1 - 2:30 PM	9 <u>Accomplishment Stories</u> 10:30 - 11:30 AM <u>Interviewing Strategies</u> 12 - 1 PM <u>Resume Writing BASICS</u> 2 - 3:30 PM <u>Cover Letters/Correspondence</u> 5 - 6 PM <u>How to Use Recruiters to Land Jobs</u> 6:30 - 7:30 PM	10 <u>Learning Management Systems (LMS)</u> 10- 11 AM
13 <u>How to Register on PA CareerLink</u> 10:30 - 11:30 AM	14 <u>Resume Writing Advanced</u> 10:30 - 12 PM <u>Job Search Strategies</u> 10:30 - 12 PM <u>Senior Level Interviewing</u> 1 - 2:30 PM <u>Accomplishment Stories</u> 1 - 2 PM <u>Interviewing Strategies</u> 2:30 - 3:30 PM	15 <u>Cover Letters/Correspondence</u> 10 - 11 AM <u>Microsoft EXCEL PivotTables</u> 1 - 2:30 PM <u>NETWORKING</u> 12 -1 PM <u>Resume Writing- Basics</u> 1:30 - 3 PM	16 <u>Job Search Strategies</u> 10:30 - 12 PM <u>Resume Writing Advanced</u> 1 - 2:30 PM <u>Accomplishment Stories</u> 5 - 6 PM <u>LinkedIn Advanced</u> 6:30 - 7:30 PM	17 <u>Microsoft Outlook</u> 11 - 12:30 PM <u>Microsoft Windows</u> 2:30 - 4 PM
20 <u>How to Jump Over the Age Barrier</u> 9:30 - 11 AM <u>LinkedIn-BASICS</u> 12:30 - 2 PM <u>How to Register on PA CareerLink</u> 3 - 4 PM	21 <u>Cover Letters/Correspondence</u> 10 - 11 AM <u>Accomplishment Stories</u> 1:30 - 2:30 PM <u>Interviewing Strategies</u> 3 - 4 PM <u>Resume Writing Advanced</u> 6 - 7:30 PM	22	23 <u>Branding/Changing Careers /Transferable Skills</u> 10:30 - 12 PM <u>Resume Writing- Basics</u> 1 - 2:30 PM <u>Interviewing Strategies</u> 5 - 6 PM <u>Cover Letters/Correspondence</u> 6:30 - 7:30 PM	24 <u>Learning Management Systems (LMS)</u> 11- 12 PM <u>Microsoft WORD for Resume Formatting</u> 2 - 3:30 PM
27 <u>Interviewing Strategies</u> 4:30 - 5:30 PM <u>Job Search Strategies</u> 6 - 7:30 PM	28 Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	29 <u>How to Use Recruiters to Land Jobs</u> 10 - 11 AM <u>Resume Writing Advanced</u> 12 - 1:30 PM	30 <u>LinkedIn Advanced</u> 9:30 - 10:30 AM <u>Interviewing Strategies</u> 11 - 12 PM <u>NETWORKING</u> 1 -2 PM	1-1 consultations scheduled following the Resume or LinkedIn workshop. <u>Schedule with the presenter</u>

PA CAREERLINK® MONTGOMERY COUNTY WORKSHOPS MARCH & APRIL 2020

All workshops are provided at *NO COST* to you. However, you must be enrolled in the PA CareerLink® system to attend. Pre-registration is required, refer to directions below. Please be prompt. No admittance after the start of the workshop.

WORKSHOPS at a GLANCE

Resume Writing - BASIC - both the format and the content of your resume are critical. Workshop suggested for job seekers without a resume that want a quick start on developing a high quality basic resume.

Resume Writing - ADVANCED - Do you have a resume that needs upgrading? This workshop will teach you the best way to use your resume, how to customize for each specific job, and how to improve and enhance your resume content. (1-1 critiquing available after participation)

Active Interviewing Strategies The key to “acing” the interview is preparation and practice! Learn a more active and successful approach to winning interviews.

Constructive Feedback in the Workplace Learn effective techniques for giving & receiving constructive criticism and how to “sandwich” negatives between positives. Plus, more!

Emotional Intelligence is an ability to recognize, understand, and manage emotions and common interpersonal tensions that occur in the workplace. Learn about the fundamental components of EI.

Job Search Strategies Finding a job becomes easier with the right job search ‘ingredients’ and strategy. Learn what is required to be ‘job search ready’ including all the written documents and job search strategies that land jobs faster.

Exploring Career Options Changing Careers? This workshop introduces you to O’NET, a website containing information about occupations, skills, education requirements and current wages. Learn how to match your personality to a job. Pre-requisite: basic computer skills.

Job Club (Workgroup) Join a team of job seekers to share ideas, provide support, problem - solve job search challenges, and learn skills that improve job search. The Job Search Workgroup is task-focused and outcome oriented.

Navigating PA CL Website Learn hands-on, how to use the PA CareerLink® job search tool effectively, filtering out unwanted websites and focusing on jobs that you are qualified for.

Senior Level Interviewing Advanced interview strategies for the high-end professionals.

How to Use Recruiters to Land Jobs Choosing the recruiter right for you; effective strategies for working with recruiters; using recruiters for long-term career management.

Networking The #1 most successful strategy for landing a job. Learn strategies and how networking is used most effectively in job search.

LinkedIn Explore the professional networking website! Attend *Basics*, to sign-up, create a profile and develop a contact list. The *Advanced* workshop will enrich your summary statements and learn advanced functions

Developing A Personal Brand & Changing Careers Your personal brand is your promise about the value you bring to an employer. Learn about branding & developing an ‘elevator’ speech that communicates your brand and translates your skills across other employment opportunities.

Professionalism: Job Loss & Recovery This workshop will help you analyze what went wrong in your previous job, dealing with the stages of grief and moving on to a positive future.

Learning Management System (LMS) - Workshop introduces you to on-line tutorials for continuous learning at your convenience. Popular tutorials include Microsoft Office, Information Technology, customer service, communications and general business skills.

Cover Letters & Interview ‘Thank You’ Letters Learn how to write a ‘T’ cover letter, the newest trend in cover letters. Learn when and what method to use to correspond with employers.

How to Jump Over the Age Barrier & Land Strategic strategies for the mature worker and how to compete in a younger job market.

Math Refresher This workshop offers a refresher in basic math concepts, algebra and more advanced concepts based on individual need. Please provide examples of your learning needs (Recommended for *WorkKeys* students).

Microsoft Computer Instruction Free computer instruction on Word 2016 and Excel 2016 **Please complete a skill survey.** Instruction is for participants who have basic computer skills and are required for employment.

NEW! On-Line Workshop Series Rotating variety of workshops available from your home computer. Directions for downloading WEBEX will be sent to you prior to the event. Follow registration directions below.

PA CAREERLINK® MONTGOMERY COUNTY PARTNER PROGRAMS

Veteran’s Services a veteran representative is available to assist veterans with serious barriers to employment, in securing employment and training.

Maturity Works The Senior Community Employment Program is a community service and work based training program for eligible seniors 55 years of age and older. Participants must have a family income of no more than 125% above the Federal Poverty Level and must be unemployed. 610.270.3429 x 209

SCORE Provides budding entrepreneurs with free counseling sessions and workshops. Individuals can draw on their experience and learn the steps toward self-employment.

Council of Three Rivers American Indian Center Employment and training; counseling and job placement opportunities for the American Indian, Alaskan Native or Native Hawaiian population.

Legal Aid Professional lawyers address expungements and pardons and this monthly workshop.

Keystone Opportunity Center provides a monthly ‘Welcome Aboard’ orientations. ESL and GED classes for residents in the Souderton and Lansdale area. Contact Gee Hendricks, Keystone Opportunity Center @ 215.723.5430 x – 127

MontcoWorks-NOW Montgomery County Intermediate Unit sponsored workshop

Ask the UC Rep A representative from the Bureau of Unemployment Compensation will answer questions regarding unemployment.

Workshops offered on Wednesdays at the Human Service Center are held at1430 DeKalb St, Norristown... 1st Fl. Career Development Center Entrance to building on Fornance St.

Parking: Street parking available or Garage fee, \$5 exact bill only

How to Register for a Workshop on www.pacareerlink.pa.gov

1. Sign in to your account on PA CareerLink
2. Click on “Events” on tool bar
3. Choose ‘Search Events’
4. Scroll down left side of screen, select Montgomery County to see calendar
5. Click on workshop selection and register