


ONLINE WORKSHOPS

MAY 2020



Monday	Tuesday	Wednesday	Thursday	Friday
				1
	Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop		1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter 	
4	5	6	7	8
LinkedIn BASICS 12:30 – 2 PM NETWORKING 3- 4 PM	Branding/Changing Careers /Transferable Skills 10:30 – 12 PM LinkedIn Advanced 1 – 2 PM Accomplishment Stories 3 – 4 PM Interviewing Strategies 4:30 – 5:30 PM	Resume Writing Basics 9:30 – 11 AM Welcome Aboard! 9:30 – 10:30 AM How to Use Recruiters to Land a Job 12 – 1 PM Microsoft EXCEL for Basic Formula Writing 12 – 1:30 PM Job Search Strategies 2 – 3:30 PM	Accomplishment Stories 10:30 – 11:30 AM Active Interviewing 12 – 1 PM Resume Writing Advanced 2 - 3:30 PM Accomplishment Stories 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM	Learning Management Systems (LMS) 1– 2 PM
11	12	13	14	15
How to Register on PA CareerLink 10:30 – 11:30 AM How to Jump Over the Age Barrier 1 – 2:30 PM	Resume Writing Basics 10:30 – 12 PM Job Search Strategies 10:30 – 12 PM Senior Level Interviewing 1 – 2:30 PM Interviewing Strategies 2:30 – 3:30 PM	Cover Letters & Correspondence 10 – 11 AM Branding/Changing Careers /Transferable Skills 10 – 11:30 AM NETWORKING 12 -1 PM Resume Writing Advanced 1:30 – 3 PM Microsoft EXCEL PivotTables 1:30 – 3 PM	How to Use Recruiters to Land a Job 9:30 – 10:30 AM Job Search Strategies 10:30 – 12 PM Stress & Anxiety Management Tools 11:30 – 12:30 PM Resume Writing Basics 1 -2:30 PM Working Remotely 2 – 3 PM	Microsoft Outlook 11 – 12:30 PM Microsoft Windows 2:30 – 4 PM
18	19	20	21	22
LinkedIn BASICS 12:30 – 2 PM	Cover Letters & Correspondence 10 – 11 AM Accomplishment Stories 12 – 1 PM Interviewing Strategies 1:30 – 2:30 PM	Cover Letters & Correspondence 4:30 – 5:30 PM Job Search Strategies 6 – 7:30 PM	LinkedIn Advanced 9:30 – 10:30 AM Branding/Changing Careers /Transferable Skills 10 – 11:30 AM Interviewing Strategies 11 - 12 PM Resume Writing Advanced 1 – 2:30 PM NETWORKING 1 -2 PM	
25	26	27	28	29
	Working Remotely 2 – 3 PM Interviewing Strategies 5 - 6 PM Cover Letters & Correspondence 6:30 – 7:30 PM	How to Jump Over the Age Barrier 10:30 – 12 PM Senior Level Interviewing 2 – 3:30 PM	Resume Writing- Advanced 10 – 11:30 AM Microsoft EXCEL PivotTables 1:30 – 3 PM	Learning Management Systems (LMS) 11– 12 PM Microsoft WORD for Resume Formatting 2 – 3:30 PM