



ONLINE WORKSHOPS

1430 Dekalb St.
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



OCTOBER 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p> 1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter</p>	<p>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop</p>		1	2 How to Jump Over the Age Barrier 10- 11:30 AM Senior Level Interviewing 12:30 - 2 PM Active Interviewing 3 – 4 PM
5	6	7	8	9
<p>Microsoft EXCEL for Basic Formula Writing 9:30 –11 AM Welcome Aboard! 12 – 1 PM</p>	<p>How to Use Recruiters to Land Jobs 9:30- 10:30 AM Stress & Anxiety Management Tools 11:30 – 12:30 PM Job Search Strategies 1:30 – 3 PM</p>	<p>Microsoft Windows 9:30 – 11 AM Branding/Changing Careers /Transferable Skills 10:30 – 12 PM Learning Management Systems (LMS) 12:30 - 1:30 PM LinkedIn Advanced 1 – 2 PM Microsoft WORD 4 Resume Formatting 2:30 – 4 PM NETWORKING 3 – 4 PM</p>	<p>RESUME W. BASICS 9:30 – 11 AM Cover Letters & Correspondence 12 – 1 PM Job Search Strategies 2 – 3:30 PM</p>	<p>Senior Level Interviewing 10 – 11:30 AM Working Remotely 12:30 – 2 PM</p>
12	13	14	15	16
<p> Office Closed</p>	<p>Accomplishment Stories 10:30 – 11:30 AM Interviewing Strategies 12 – 1 PM RESUME Writing Advanced 2 – 3:30 PM</p>	<p>Welcome Aboard! 9:30–10:30 AM LinkedIn- BASICS 11:30-1 PM</p>	<p>Jump Over the Age Barrier 9:30- 11 AM RESUME W. BASICS 10:30 – 12 PM Stress & Anxiety Management Tools 12 – 1 PM LEGAL AID 12:30 – 1:30 PM Branding/Changing Careers /Transferable Skills 1:30 –3 PM Accomplishment Stories 2-3 PM</p>	<p>Microsoft EXCEL PivotTables 10 –11:30 AM Branding/Changing Careers /Transferable Skills 12:30 –2 PM LinkedIn Advanced 3-4 PM</p>
19	20	21	22	23
<p>How to Use Recruiters to Land Jobs 10:30- 11:30 AM NETWORKING 12:30-1:30 PM RESUME Writing Advanced 2:30 – 4 PM</p>	<p>Job Search Strategies 10:30–12 PM RESUME W. BASICS 1 – 2:30 PM LinkedIn Advanced 3-4 PM</p>	<p>Branding/Changing Careers /Transferable Skills 10 –11:30 AM Accomplishment Stories 12:30 – 1:30 PM Interviewing Strategies 2:30 – 3:30 PM</p>	<p>How to Jump Over the Age Barrier 10- 11:30 AM Cover Letters & Correspondence 12:30-1:30 PM Senior Level Interviewing 2:30- 4 PM</p>	<p>LinkedIn Advanced 9:30-10:30 AM Microsoft EXCEL PivotTables 11 –12:30 PM Interviewing Strategies 1:30 – 2:30 PM</p>
26	27	28	29	30
<p>How to Use Recruiters to Land Jobs 10:30- 11:30 AM Job Search Strategies 12:30–2 PM Interviewing Strategies 2:30 - 3:30 PM</p>	<p>Branding/Changing Careers /Transferable Skills 10 –11:30 AM RESUME Writing Advanced 12:30 – 2 PM LinkedIn Advanced 3 – 4 PM</p>	<p>Cover Letters & Correspondence 10- 11 AM Working Remotely 12-1:30 PM NETWORKING 2:30 -3:30 PM</p>	<p>Welcome Aboard! 11:30–12:30 PM LinkedIn- BASICS 3 – 4:30 PM</p>	<p>Microsoft OUTLOOK Learning Management Systems (LMS) 1 – 2 PM Microsoft EXCEL for Basic Formula Writing 2:30-4 PM</p>

* Workshops begin promptly.

* See flyer for WEBEX directions in advance of invitation.

* Please complete the survey following the session

9.25.2020