

PA CAREERLINK® MONTGOMERY COUNTY WORKSHOPS 2021

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.

Due to the Pandemic, workshops are held remotely until further notice.

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.

Management Level Interviewing Tips Advanced interview strategies for high-end professionals

Welcome Aboard! Comprehensive introduction to services offered by the PA CareerLink

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.

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.

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.

Stress & Anxiety Management Tools “Whose Driving Your Brain”? Focus on what “stress” is & how it is draining value from life. Discuss causes & tools to reduce & manage it.

Accomplishment Stories Success stories impress interviewers. Don't go to interviews without them! Learn about situational & behavioral questions and other tips to ace the interview.

Microsoft Pivot Tables Learn to summarize data in an extensive table uses sums, averages, or other statistics which pivot tables group in a meaningful way

Cover Letters & Interview Correspondence 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.

Working Remotely Telecommuting Tips & Tools for Job Seekers. How to communicate and work productively using online tools such as WebEx and Zoom.

Excel Functions that Employers Value Learn the Excel functions that will impress a future employer: IF statements, VLOOKUP, TRIM, RIGHT and LEFT, plus a basic review of Basic Math (PEMDAS) for formula writing.

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

Hands-On Technology Courses Fourteen (14) new courses designed for different levels of learning including, Tableau, Access and Digital Marketing Series *

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 6162

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 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

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

* **Hands-On Technology Courses**. Please call for complete menu of courses and schedule.