

ONLINE WORKSHOPS

MAY 2021

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

Monday	Tuesday	Wednesday	Thursday	Friday
3 Welcome Aboard 10 –11 AM Learning Management Systems (LMS) 12 –1 PM Working Remotely 1:30 – 3 PM How to Use Recruiters to Land Jobs 3:30- 4:30 PM	4 Stress & Anxiety Management Tools 10:30 – 11:30 AM LinkedIn Advanced 12:30 – 1:30 PM NETWORKING 2:30-3:30 PM	5 RESUME Writing Advanced 9:30 – 11 AM Cover Letters & Correspondence 12- 1 PM Branding/Changing Careers /Transferable Skill 2:30 –3:30 PM	6 How to Use Recruiters to Land Jobs 10:30- 11:30 AM NETWORKING 12:30 – 1:30 PM RESUME W. BASICS 2:30 -4 PM	7 How to Jump Over the Age Barrier 10- 11:30 AM Management Level Interviewing Tips 12:30 - 2 PM Interviewing Strategies 3 – 4 PM
10 Accomplishment Stories 10:30 – 11:30 AM Interviewing Strategies 3 – 4 PM RESUME W. BASICS 2 – 3:30 PM	11 Job Search Strategies 9:30– 11 AM RESUME Writing Advanced 12 –1:30 PM LinkedIn Advanced 2:30 – 3:30 PM	12 Learning Management Systems (LMS) 9:30 –10:30 AM LinkedIn-BASICS 12:30 – 2 PM	13 How to Jump Over the Age Barrier 11- 12:30 PM Stress & Anxiety Management Tools 1:30 – 2:30 PM LinkedIn Advanced 3:30 – 4:30 PM	14 Excel Functions-Employers Value 9:30 – 11 AM Branding/Changing Careers /Transferable Skills 11:30 –1PM Microsoft EXCEL PivotTables 2 – 3:30 PM
17 LinkedIn- BASICS 9:30 – 11 AM Interviewing Strategies 12– 1 PM Job Search Strategies 2 - 3:30 PM	18 Welcome Aboard 12 – 1 PM Microsoft EXCEL for Basic Formula Writing 2 – 3:30 PM	19 Branding/Changing Careers /Transferable Skills 9:30 –11 AM RESUME Writing Advanced 12 -1:30 PM Accomplishment Stories 2:30 – 3:30 PM	20 Management Level Interviewing Tips 10 – 11:30 AM Cover Letters & Correspondence 12:30-1:30 PM LEGAL AID 12:30 – 1:30 PM NETWORKING 2:30 – 3:30 PM	21 Welcome Aboard 1:30 – 2:30 PM
24 Working Remotely 9:30 – 11 AM Management Level Interviewing Tips 12 -1:30 PM Interviewing Strategies 3 – 4 PM	25 How to Use Recruiters to Land Jobs 10 :30- 11:30 AM NETWORKING 12:30-1:30 PM RESUME W. BASICS 2:30– 4 PM	26 How to Jump Over the Age Barrier 10- 11:30 AM Cover Letters & Correspondence 12:30 – 1:30 PM Management Level Interviewing Tips 2:30 - 4 PM	27 Accomplishment Stories 11:30 – 12:30 PM Job Search Strategies 1:30 – 3 PM	28 RESUME Writing Advanced 9:30 – 11 AM Microsoft EXCEL PivotTables 11:30– 1 PM Excel Functions-Employers Value 2 – 3:30 PM
31	14 New Technology Courses Call for comprehensive schedule and Register on 'Events' Check it Out!		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 present

* Workshops begin promptly.

* See flyer for WEBEX directions in advance of invitation.

* Please complete the survey following the session

4.22.2021