

## PA CAREERLINK® MONTGOMERY COUNTY WORKSHOPS 2022

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 are held remotely and in-person!

### 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.

**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.

**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.

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

**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** Check calendar for monthly offering of rotating, remote courses designed for accelerated learning including, Tableau, Access, and Digital Marketing Series. These three hours plus workshops are presented on WebEx. Register on “Events”.

### 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 Barry Schwartz, 267-663-1001

**MontcoWorks -NOW** Montgomery County Intermediate Unit sponsored workshop

**How to Register for a Workshop** on [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

1. Sign into 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