


# ONLINE WORKSHOPS

## JULY 2022

1430 Dekalb St. Norristown, PA 19401  
Main Entrance: Mid-block Fomance St.  
610-270-3429 TTY: 711  
Fax 610-270-3428  
Hours: 8:30 -4:30 M- T, Th- F; W- 10:30-4:30  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

★ Monday	★ Tuesday	★ Wednesday	★ Thursday	★ Friday
	<b>Resume Advanced or LinkedIn workshop</b> <b>1-1 consultations</b> Schedule with the presenter on CHAT following the session		Online Workshops are presented on <b>Go TO Meeting</b> Invitations sent one day prior to the workshop with directions for 1 <sup>st</sup> time users.	<b>1</b> <b>Welcome Aboard</b> 9:30 – 10:30 AM <b>QUICK BOOKS DESKTOP</b> <b>Part 1- Data Entry</b> 2:30 – 3:30 PM
<b>4</b> Office Closed	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
 ★ Independence Day ★	<b>In-Person Workshops</b>	<b>MS Excel Pivot Tables</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM <b>Branding/Changing Careers /Transferable Skills</b> 2 – 3:30 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>Accomplishment Stories</b> 12 - 1 PM <b>Job Search Strategies</b> 2 – 3:30 PM	<b>Working Remotely- Tips &amp; Tools</b> 9:30 – 11 AM <b>Management Level Interviewing Tips</b> 12 – 1:30 PM <b>Interviewing Strategies</b> 2:30 – 3:30 PM
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Welcome Aboard</b> 1 – 2 PM <b>QUICK BOOKS DESKTOP</b> <b>Part 2- Create &amp; Edit Invoices</b> 3:30 – 4:30 PM	<b>In-Person Workshops</b>	<b>Job Search Strategies</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM <b>RESUME Writing Advanced</b> 2 – 3:30 PM <b>Learning Management Systems (LMS)</b> 4 – 5 PM	<b>MS Excel Pivot Tables</b> 9:30 – 11 AM <b>Accomplishment Stories</b> 12 - 1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM	<b>Working Remotely- Tips &amp; Tools</b> 9:30 – 11 AM <b>Accomplishment Stories</b> 12 - 1 PM <b>Branding/Changing Careers /Transferable Skills</b> 2 – 3:30 PM
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Welcome Aboard</b> 9:30 – 10:30 AM	<b>In-Person Workshops</b>	<b>How to Jump Over the Age Barrier</b> 9:30 – 11 AM <b>Accomplishment Stories</b> 12 – 1 PM <b>LinkedIn Advanced</b> 2 – 3 PM	<b>Excel Basic Formula Writing</b> 9:30 – 11 AM <b>LinkedIn Advanced</b> 12 – 1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>Interviewing Strategies</b> 12 – 1 PM <b>Cover Letters &amp; Correspondence</b> 2 - 3 PM
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>MS POWER POINT Basics-Part 1</b> 9 – 12 PM <b>NETWORKING</b> 1:30 – 2:30 PM ★	<b>Branding/Changing Careers /Transferable Skills</b> 9:30 – 11 AM <b>Stress &amp; Anxiety Management Tools</b> 12 – 1 PM <b>Job Search Strategies</b> 2 – 3:30 PM	<b>MS POWER POINT Basics-Part 2</b> 9 – 12 PM <b>Cover Letters &amp; Correspondence</b> 1:30 – 2:30 PM <b>MS OUTLOOK</b> 3 – 4:30 PM	<b>How to Jump Over the Age Barrier</b> 9:30 – 11 AM <b>Accomplishment Stories</b> 12- 1 PM <b>RESUME Writing Advanced</b> 2 – 3:30 PM <b>Learning Management Systems (LMS)</b> 4 – 5 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1:30 PM <b>Working Remotely- Tips &amp; Tools</b> 2:30 – 3:30 PM <b>Welcome Aboard</b> 4 – 5 PM

\* Workshops begin promptly

Please complete the survey following the session

6/30/22