




ONLINE WORKSHOPS

January 2023

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

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
<p>Online Workshops are presented on</p> <p>Go TO Meeting</p> <p>Invitations sent one day prior to the workshop with directions for 1st time users</p>	<p>Welcome Aboard 10 – 11 AM</p>	<p>Excel Functions Employers Value 9:30 – 11 AM</p> <p>LinkedIn Advanced 12 – 1 PM</p> <p>RESUME Writing Advanced 2 – 3:30 PM</p>	<p>QuickBooks Desktop – Part 1 Data Entry 9:30 – 10:30 AM</p> <p>Learning Management Systems 11:30 – 12:30 PM</p>	
9	10	11	12	13
<p>Interviewing Strategies 10 – 11 AM</p> <p>How to Use Recruiters to Land Jobs 12 – 1 PM</p> <p>Stress & Anxiety Management Tools 2 – 3 PM</p>	<p>RESUME Writing Advanced 9:30 – 11 AM</p> <p>LinkedIn Advanced 12 – 1 PM</p> <p>Job Search Strategies 2 – 3:30 PM</p>	<p>MS ACCESS: Relationships, Filtering Data, Basic Forms & Reports 9- 12 PM</p> <p>How to Jump Over the Age Barrier 9:30 – 11 AM</p> <p>NETWORKING 12 – 1 PM</p> <p>Job Applications & Key Word Tips 2 -3 PM</p>	<p>Excel Basic Formula Writing 9:30- 11 AM</p> <p>Welcome Aboard 12 – 1 PM</p> <p>MS Word 4 Resumé Formatting 2 -3:30 PM</p>	<p>Working Remotely- Tips & Tools 9:30 – 11 AM</p> <p>Accomplishment Stories 12 – 1 PM</p> <p>RESUME Writing Advanced 2 – 3:30 PM</p>
16 Center Closed	17	18	19	20
	<p>How to Jump Over the Age Barrier 9:30 – 11 AM</p> <p>Interviewing Strategies 12- 1 PM</p> <p>Stress & Anxiety Management Tools 2 – 3 PM</p> <p>Welcome Aboard 4 - 5 PM</p>	<p>Branding/Changing Careers /Transferable Skills 9:30 – 11 AM</p> <p>Accomplishment Stories 12 – 1 PM</p> <p>RESUME Writing Advanced 2 – 3:30 PM</p>	<p>MS Outlook: Email, Scheduling & Task Management 9 – 12 PM</p> <p>Job Search Strategies 9:30 – 11 AM</p> <p>Cover Letters & Correspondence 12 – 1 PM</p> <p>Management Level Interviewing Tips 2 – 3:30 PM</p>	<p>RESUME Writing Advanced 9:30 – 11 AM</p> <p>NETWORKING 12 – 1 PM</p> <p>Working Remotely- Tips & Tool 2 – 3:30 PM</p>
23	24	25	26	27
<p>MS Excel Pivot Tables 9:30 – 11 AM</p> <p>How to Use Recruiters to Land Jobs 12 – 1 PM</p> <p>Excel Functions Employers Value 2 – 3:30 PM</p>	<p>QuickBooks Desktop 2 create & edit invoices 3 – 4 PM</p>	<p>Branding/Changing Careers /Transferable Skills 9:30 – 11 AM</p> <p>Job Applications & Key Word Tips 12 – 1 PM</p> <p>Getting Around MontCo 1 – 3 PM</p> <p>RESUME Writing Advanced 2 – 3:30 PM</p>	<p>Welcome Aboard 9:30 – 10:30 AM</p> <p>Learning Management Systems 11:30 – 12:30 PM</p>	<p>How to Use Recruiters to Land Jobs 9:30 – 10:30 AM</p> <p>Excel Basic Formula Writing 11:30 – 1 PM</p> <p>Interviewing Strategies 2 – 3 PM</p>
30	31			
<p>Working Remotely- Tips & Tools 9:30 – 11 AM</p> <p>NETWORKING 12 – 1 PM</p> <p>Accomplishment Stories 2 – 3 PM</p>	<p>Job Search Strategies 9:30 – 11AM</p> <p>Job Applications & Key Word Tip 12 -1 PM</p> <p>Stress & Anxiety Management Tools 2 – 3 PM</p> <p>Excel Functions Employers Value 3 – 4 PM</p>			<p>1- 1 consultations</p> <p>Schedule with the presenter on CHAT following the sessions of Resume Advanced or LinkedIn</p>

* Workshops begin promptly

Please complete the survey following the session

12/22/22