


# ONLINE WORKSHOPS



# MARCH 2023



Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b>	<b>2</b>	<b>3</b>
Online Workshops are presented on <b>Go TO Meeting</b> Invitations sent one day prior to the workshop with directions for downloading		<b>Interviewing Strategies</b> 10 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 - 1 PM <b>Stress &amp; Anxiety Management Tools</b> 2 – 3 PM	<b>Navigating PA CareerLink Website</b> 2 – 3:30 PM	<b>Branding /Changing Careers /Transferable Skills</b> 9:30 – 11 AM <b>LinkedIn Advanced</b> 12 –1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Welcome Aboard</b> 1 – 2 PM	<b>RESUME Writing Advanced</b> 9:30 -11 AM <b>Cover Letters &amp; Correspondence</b> 12 – 1 PM <b>Job Search Strategies</b> 2 – 3:30 PM	<b>In-House Workshops</b>	<b>QuickBooks Desktop – Part 1 Data Entry</b> 2:30 - 3:30 PM	<b>Working Remotely-</b> Tips & Tools 9:30 – 11 AM <b>Accomplishment Stories</b> 12 – 1 PM <b>How to Jump Over the Age Barrier</b> 2 – 3:30 PM
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>Interviewing Strategies</b> 12 – 1 PM <b>Branding /Changing Careers /Transferable Skills</b> 2 – 3:30 PM	<b>Interviewing Strategies</b> 12- 1 PM <b>NETWORKING</b> 2 – 3 PM	<b>Learning Management Systems</b> 9:30 – 10:30 AM <b>MS Word 4 Resumé Formatting</b> 11:30-1 PM <b>Welcome Aboard</b> 2 – 3 PM	<b>Job Search Strategies</b> 9:30 – 11 AM <b>Cover Letters &amp; Correspondence</b> 12 – 1 PM <b>Management Level Interviewing Tips</b> 2 – 3:30 PM	<b>RESUME Writing Advanced</b> 9:30 – 11 AM <b>NETWORKING</b> 12 – 1 PM <b>Working Remotely-</b> Tips & Tools 2 – 3:30 PM
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>In-House Workshops</b>	<b>Cover Letters &amp; Correspondence</b> 9:30 – 10:30 AM <b>How to Jump Over the Age Barrier</b> 11:30 – 1 PM <b>LinkedIn Advanced</b> 2 – 3 PM <b>Learning Management Systems</b> 3 – 4 PM	<b>Microsoft OUTLOOK</b> 9:30 – 11 AM	<b>Welcome Aboard</b> 9:30 -10:30 AM <b>Working Remotely-</b> Tips & Tools 9:30 – 11 AM <b>NETWORKING</b> 12 – 1 PM <b>Accomplishment Stories</b> 2 – 3 PM	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<b>MS Excel Pivot Tables</b> 9:30 – 11 AM <b>How to Use Recruiters to Land Jobs</b> 12 – 1 PM <b>Excel Functions Employers Value</b> 2 – 3:30 PM <b>Welcome Aboard</b> 3:30 – 4:30 PM	<b>How to Use Recruiters to Land Jobs</b> 9:30 – 10:30 AM <b>MS Excel Basic Formula Writing</b> 11:30 – 1 PM <b>Interviewing Strategies</b> 2- 3 PM <b>QuickBooks Desktop – Part 2</b> Credit & Edit Invoices 3 - 4 PM	<b>ONE NOTE</b> 9 – 12 PM <b>Job Search Strategies</b> 9:30 – 11 AM <b>Job Applications &amp; Key Word Tips</b> 12 – 1 PM <b>RESUME Writing Advanced</b> 2 – 3:30 PM	<b>1- 1 consultations</b> Schedule with the presenter on CHAT following the sessions of Resume Advanced or LinkedIn	  2.22.23

\*Workshops begin promptly.

Please complete the Survey following the session.