

A proud partner of the  network

Monday	Tuesday	Wednesday	Thursday	Friday
1  <b>Office Closed</b>	2	3 Create a Résumé Today: 9:30 – 11:30 WorkKeys Orientation and Placement: 12:30 – 2:30 Banking 101: 1:00 – 1:45 Grocery Getter: 1:45 – 2:30 Explore Your Personal Brand: 2:30 – 4:00	4	5  Intro to Computers: 9:30 – 11:30
8 WorkKeys Orientation and Placement: 9:30 – 11:30 Résumé Review: 12:30 – 1:30 Create a Résumé Today: 2:00 – 4:00	9	10 Prepare for an Interview: 9:30 – 11:30 Application Tips and Online Applications: 12:30 – 2:30 Basic Budgeting: 1:00 – 1:45 ID Theft 1:45 – 2:30 Intro to PowerPoint: 2:30 – 4:00	11	12  Microsoft Word I: 9:30 – 11:30
15  <b>Office Closed</b>	16 Transportation Tuesday 9:30 – 11:30	17 WorkKeys Orientation and Placement: 9:30 – 11:30 Microsoft Word II: 12:30 – 2:30 Dress for Success: 1:00 – 1:45 Up Your Credit Score: 1:45 – 2:30 Intro to Mail Merge: 2:30 – 4:00	18	19  Microsoft Excel I: 9:30 – 11:30
22 Microsoft Excel II: 9:30 – 11:30 WorkKeys Orientation and Placement: 12:30 – 2:30 Landing a Job with a Criminal Background: 2:30 – 4:00	23	24 Cover Letters: 9:30 – 11:30 Create a Résumé Today: 12:30 – 2:30 Kids and \$\$: 1:00 – 1:45 Landlord and Tenant: 1:45 – 2:30 Build Your Financial House/ Invest in Yourself: 2:30 – 4:00	25	26  Application Tips and Online Applications: 9:30 – 11:30
29 Intro to Computers: 9:30 – 11:30 Create a Résumé Today: 12:30 – 2:30 Using Social Media to Find Jobs: 2:30 – 4:00	30	31 WorkKeys Orientation and Placement: 9:30 – 11:30 Conserving to Save: 1:00 – 1:45 Prepare for an Interview: 12:30 – 2:30 PPL E-PowerWise: 1:45 – 2:30 Job Searching Tips for Job Seekers Over 50: 2:30 – 4:00	Register for workshops at the PA CareerLink® office or online at <a href="https://www.jobgateway.pa.gov">https://www.jobgateway.pa.gov</a> . If unable to attend after registering, please cancel your registration. <b>Location:</b> 225 Market Street, Third Floor, Sunbury, PA 17801 <b>Phone:</b> 570-988-7300 <b>TTY:</b> 570-286-8293 <b>Email:</b> <a href="mailto:efolk@censop.com">efolk@censop.com</a> <b>All workshops/events are at no cost and open to the public</b>	

**Application Tips & Online Applications:** Structured to teach customers the elements of effective job application writing and how to complete on line application

**Banking 101:** Learn the basics of banking such as maintaining a checking account and checkbook.

**Basic Budgeting:** Learn how to budget your money and make it last longer

**Build Your Financial House – Invest in Yourself:** Identify the four categories of personal assets & define priorities and SMART goals.

**Conserving to Save:** Gives you tips and skills that can be used in everyday life in order to conserve (save) money in every aspect of life.

**Cover Letters:** Learn how and why to use a cover letter and learn the basics of creating an effective one.

**Create a Résumé Today:** Learn the basics of creating a resume and cover letter followed by a computer lab to begin developing these important job search tools using templates.

**Dress for Success:** Tips on how to dress for success for an interview and on the job

**Excel I:** Designed to familiarize customers with the essentials of Microsoft Excel in working with workbooks and worksheets. *Due to the nature of the class, late arrivals will be rescheduled.*

**Excel II:** Build on skills learned in Excel I, which is a pre-requisite.

**Explore Your Personal Brand:** Complete a self-appraisal to apply your skills and competencies to your job interests.

**Grocery Getter:** Teaches you how to feed a family on a tight budget.

**ID Theft:** Goes into detail about Identity Theft, how to prevent it and what to do if you become a victim

**Introduction to Computers:** For beginners with very little or no computer experience. Learn basic computer operation and terminology and basic mouse techniques. *Due to the nature of this class, late arrivals will be rescheduled.*

**Introduction to Mail Merge:** Learn how to easily insert and address list into form letters.

**Introduction to PowerPoint:** Learn how to create a PowerPoint slideshow, complete with graphics and special effects and learn the basics of effective visuals and the best use of color.

**Job Searching Tips for Job Seekers over 50:** Ageism is alive and well. Learn some helpful tips to better your chances for landing the job you love.

**Kids & \$\$:** Gives parents tips and skills to teach their children about aspects of money and how to use it wisely

**Landing a Job with a Criminal Background:** Is your criminal background keeping you from getting a job? Learn the tools you need to be successful in the job market.

**Landlord and Tenants:** learn your rights as a landlord or a tenant.

**PPLe-Powerwise:** Tips and ways to conserve energy and why the items are in the PPL kits.

**Prepare for an Interview:** Discuss what to expect at an interview and how to influence the employer's first impression of you. Preparation strategies, dress, types and parts of interviews and questions and how to respond will be covered.

**Résumé Review:** Have your résumé reviewed by a representative of the Pennsylvania CareerLink

**Transportation Tuesday:** Learn about the opportunities available with a career in transportation. Guest speakers from local transportation businesses.

**Up Your Credit Score:** Tips and tricks to get your credit score numbers higher.

**Using Social Media to Find Jobs:** Learn how LinkedIn, Facebook and Twitter can help in your job search.

**Word I:** Designed to familiarize customers with the basic skills of using Microsoft Word. You can use Word to create business letters, resumes, cover letters and other word processing documents. *Due to the nature of the class, late arrivals will be rescheduled.*

**Word II:** Must take have taken Word I. Build on skills learned in Word I

**WORKKEYS® Orientation & Placement:** Designed to introduce customers to the WIN website & the process to obtain a National WorkKeys® Career Readiness Certificate