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Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Introduction to Computers 9:30 – 11:30</p> <p>Smart Start to Finding a Job 12:30 – 2:30</p> <p>Intro to PowerPoint: 2:30 – 4:00</p>	<p>3</p> <p>Meet the Business Services team of the PA CareerLink 12:30-2:00</p> <p>Learn how staff can support your job search. Learn about the local labor market, receive job leads and more!</p>	<p>4</p> <p>WorkKeys Orientation and Placement: 9:30 – 11:30</p> <p>Create a Résumé Today: 12:30 – 2:30</p> <p>Cover Letters: 2:30 – 4:00</p>	<p>5</p>	<p>6</p> <p>Microsoft Word I: 9:30 – 11:30</p>
<p>9</p> <p>Application Tips and Online Applications: 9:30 – 11:30</p> <p>WorkKeys Orientation and Placement 12:30 – 2:30</p> <p>Intro to Mail Merge 2:30 – 4:00</p>	<p>10</p> <p>Meet representatives from Geisinger 12:30-2:00</p> <p>Learn about available careers at Geisinger, tips for their on-line applications and general interview tips.</p>	<p>11</p> <p>Create a Résumé Today: 9:30 – 11:30</p> <p>Prepare for an Interview: 12:30 – 2:30</p> <p>Basic Budgeting: 1:00 – 1:45</p> <p>Dress for Success: 1:45 – 2:30</p> <p>Microsoft Word II: 2:30 – 4:00</p>	<p>12</p>	<p>13</p>
<p>16</p> <p>Create a Résumé Today: 9:30 – 11:30</p> <p>Explore Your Personal Brand: 12:30 – 2:30</p> <p>Mock Interviews 2:30 – 4:00</p>	<p>17</p> <p>Leadership Day presented by the CSIU 12:30-2:00</p> <p>Interactive workshop to learn the skills employers are seeking.</p>	<p>18</p> <p>WorkKeys Orientation and Placement: 9:30 – 11:30</p> <p>Build Your Financial House – Spending Sensibly: 12:30 – 2:30</p> <p>PPL E-PowerWise: 1:00 – 1:45</p> <p>Skills That Click: 1:45 – 2:30</p> <p>Create Your Own Email: 2:30 – 4:00</p>	<p>19</p>	<p>20</p> <p>Mock Interviews: 9:30 – 11:30</p>
<p>23</p> <p>Build Your Financial House- Invest in Yourself 9:30 – 11:30</p> <p>Cover Letters: 2:30 – 4:00</p> <p>WorkKeys Orientation and Placement 2:00 – 4:00</p>	<p>24</p> <p>Career Fair Tips 12:30-2:00</p> <p>Stand out from the crowd! Join us for helpful tips on how to put your best foot forward in marketing yourself to employers.</p>	<p>25</p> <p>Application Tips and Online Applications: 9:30 – 11:30</p> <p>Create a Résumé Today: 12:30 – 2:30</p> <p>Banking 101: 1:00 – 1:45</p> <p>Up Your Credit Score: 1:45 – 2:30</p> <p>Introduction to Computers: 2:30 – 4:00</p>	<p>26</p>	<p>27</p> <p>Microsoft Excel I: 12:30 – 2:30</p>
<p>30</p> <p>Landing a Job with a Criminal Background: 9:30 – 11:30</p> <p>Create a Résumé Today: 12:30 – 2:30</p> <p>Microsoft Excel II: 2:30 – 4:00</p>	<p>Register for workshops at the PA CareerLink® office or online at https://www.jobgateway.pa.gov. If unable to attend after registering, please cancel your registration.</p> <p>Location: 225 Market Street, Third Floor, Sunbury, PA 17801 Phone: 570-988-7300 TTY: 570-286-8293 Email: efolk@censop.com</p> <p>All workshops/events are at no cost and open to the public</p>			

Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities.

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 – Spend Sensibly: Learn how to make a money map and manage your cash.

Build Your Financial House – Invest in Yourself: Learn what personal resources available to you to assist with your finances.

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.

Create Your Own Email: An email address is essential in today's job market. You will leave the workshop with your own email and instructions on how to access it.

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. Learn of the many resources available to help with securing employment, including the Federal Bonding Program.

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

Mock Interviews: Come dressed for an interview. Learn secrets to a good interview. Practice interviewing skills with an HR professional & receive feedback

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