

A proud partner of the  network

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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.</p> <p><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></p> <p><b>All workshops/events are at no cost and open to the public. Free parking at rear of building.</b></p>			1	2  <b>Intro to Computers: 9:30 – 11:30</b>
<p>5 <b>Application Tips and Online Applications: 9:30 – 11:30</b></p> <p><b>WorkKeys Orientation and Placement: 12:30 – 2:30</b></p> <p><b>Intro to Mail Merge: 2:30 – 4:00</b></p>	6	<p>7 <b>Create a Résumé Today: 9:30 – 11:30</b></p> <p><b>Cover Letters: 12:30 – 2:00</b></p> <p><b>Basic Budgeting: 1:00 – 1:45</b></p> <p><b>Id Theft: 1:45 – 2:30</b></p> <p><b>Prepare for an Interview: 2:00 – 4:00</b></p>	8	9  <b>Microsoft Word I: 12:30 – 2:30</b>
12	13	<p>14 <b>WorkKeys Orientation and Placement: 9:30 – 11:30</b></p> <p><b>Smart Start to Finding a Job: 12:30 – 2:30</b></p> <p><b>Wasteful Spending: 1:00 – 1:45</b></p> <p><b>Grocery Getter: 1:45 – 2:30</b></p> <p><b>Microsoft Word II: 2:30 – 4:00</b></p>	15	16  <b>Application Tips and Online Applications: 9:30 – 11:30</b>
19  <b>Office Closed President's Day</b>	20	<p>21 <b>Create a Résumé Today: 9:30 – 11:30</b></p> <p><b>WorkKeys Orientation and Placement: 12:30 – 2:30</b></p> <p><b>Dress for Success: 1:00 – 1:45</b></p> <p><b>Organizing Life: 1:45 – 2:30</b></p> <p><b>Introduction to Computers: 2:30 – 4:00</b></p>	22	23  <b>Microsoft Excel I: 12:30 – 2:30</b>
<p>26 <b>WorkKeys Orientation and Placement: 9:30 – 11:30</b></p> <p><b>Create a Résumé Today: 12:30 – 2:30</b></p> <p><b>Using Social Media to Find Jobs: 2:30 – 4:00</b></p>	27	<p>28 <b>Prepare for an Interview: 9:30 – 11:30</b></p> <p><b>Landing a Job with a Criminal Background: 12:30 – 2:30</b></p> <p><b>Skills That Click: 1:00 – 1:45</b></p> <p><b>PPL E-PowerWise: 1:45 – 2:30</b></p> <p><b>Microsoft Excel II: 2:30 – 4:00</b></p>	<p>Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities.</p>	

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

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

**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.

**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.

**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.

**Organizing Life:** Steps you can take to ensure more organization in your life.

**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.

**Skills That Click:** Gives an overview of skills that are an asset to employers and helps to set individual goals, financial and personal.

**Smart Start to Finding a Job:** Teaches various job search techniques, which techniques give the best results, tips for planning a job search and how to take advantage of the "hidden job market".

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

**Wasteful Spending:** Learn how much wasteful spending you really do and how to help curb the spending.

**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 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