

Monday	Tuesday	Wednesday	Thursday	Friday
2 Veterans Job Club 10:00 – 11:00	3 <u>Where Do I begin?</u> Getting Started 12:30 – 2:30 Time Management, Transferrable Skills and Setting SMART Goals	4 Office Closed	5 <u>Get Ready to Knock on Doors</u> Developing a Résumé Workshop and Lab 9:30 – 11:30 Job Corps 10:00 – 12:00 Cover Letters 12:30 – 2:30 Interview with Confidence 2:30 – 4:00	6 Introduction to Computer 9:30 – 11:30 TABE Test 10:00 (Preregistration is required) WorkKeys Orientation and Placement 12:30 – 2:30 Résumé Review 2:30 – 4:00
9 Veterans Job Club 10:00 – 11:00 Ameri-Health 10:00 – 2:00	10 Transportation Tuesday 9:30 – 11:30 <u>The Launch</u> Application Tips / On Line Applications 12:30 – 1:30 Generational Differences 1:30 – 3:30 Career Fairs / Networking 1:30 – 2:30 Mock Interviews 2:30 – 4:00	11 Credit Fraud/ Identity Theft Santnader Bank 10:30 – 12:00 Job Connections: 12:30 – 2:00	12 Your Financial Options 9:00 – 11:00 <u>Where Do I begin?</u> Getting Started 9:30 – 11:30 Time Management, Transferrable Skills and Setting SMART Goals Using Social Media to Find a Job 12:30 – 2:00 How to Find a Job if You're Over 50 2:30 – 4:00	13 WorkKeys Orientation and Placement 9:30 – 11:30 Microsoft Word I 12:30 – 2:00 Microsoft Excel I 2:00 – 4:00
16 Veterans Job Club 10:00 – 11:00	17 <u>Get Ready to Knock on Doors</u> Developing a Résumé Workshop and Lab 12:30 – 2:30 Cover Letters 2:30 – 4:00	18 Hi-SET Testing 9:00 – 2:00 Cyber-Security Department of Banking and Securities 10:30 – 12:00 Job Connections: 12:30 – 2:00	19 Job Corps 10:00 – 12:00 Your Financial Options 1:30 – 3:30	20 WorkKeys Orientation and Placement 9:30 – 11:30 Microsoft Word II 12:30 – 2:00 Microsoft Excel II 2:00 – 4:00
23 Veterans Job Club 10:00 – 11:00	24 <u>Interview with Confidence</u> 9:30 – 11:00 <u>The Launch</u> Application Tips / On Line Applications 12:30 – 1:30 Career Fairs / Networking 1:30 – 2:30 Mock Interviews 2:30 – 4:00	25 Job Connections: 12:30 – 2:00	26 Landing a Job with a Criminal Background 9:30 – 11:30 Job Corps 10:00 – 12:00 <u>Where Do I begin?</u> Getting Started 12:30 – 2:30 Time Management, Transferrable Skills and Setting SMART Goals	27 Introduction to Computer 9:30 – 11:30 Introduction to PowerPoint 12:30 – 2:00 WorkKeys Orientation and Placement 2:00 – 4:00
30 Veterans Job Club 10:00 – 11:00	31 Stress and Worker Safety 9:30 – 10:30	<p>Must pre-register for all workshops by calling, emailing, or signing up online at https://www.jobgateway.pa.gov or sign up in person at the PA CareerLink[®] office. If unable to attend after registering, please cancel online or leave a message.</p> <p>All workshops/events are at no cost and open to the public</p> <p>Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities</p>		