

A proud partner of the  network

Monday	Tuesday	Wednesday	Thursday	Friday
Register for workshops at the PA CareerLink® office or online at www.pacareerlink.pa.gov If unable to attend after registering, please cancel your registration. Location: 225 Market Street, Third Floor, Sunbury, PA 17801 Phone: 570-988-7300 TTY: 570-286-8293 Email: efolk@censop.com	Office Closed	2 How to Use the PA CareerLink Website in your Job Search 10:00 – 11:00	3 Microsoft Excel I 9:30 – 11:30 Job Connections: Customer Service; TIU presenting 10:00 – 11:00	4
7 Application Tips and Online Applications: 9:30 – 10:30 Résumé Review: 10:30 – 11:30 WorkKeys Career Readiness Certificate Orientation: 12:30 – 2:30 Microsoft Excel II: 2:30 – 4:00	8 <i>Marketing Yourself to Employers</i> <i>Developing a Résumé</i> <i>Workshop and Lab: 9:30 – 11:30</i> <i>Launch Your Job Search</i> <i>Interview with Confidence:</i> <i>12:30 – 2:00</i> Time Management and Setting SMART Goals 2:30 – 4:00	9 Career Lab 1:00 – 2:30 Basic Budgeting: 1:00 – 1:45 Wasteful Spending: 1:45 – 2:30	10 Cover Letters 9:30 – 11:30 Job Connections: Union/Snyder Community Action Agency; information on career opportunities, resources and services. 10:00 – 11:00 Career Lab 1:00 – 2:30	11
14 <i>Marketing Yourself to Employers</i> <i>Developing a Résumé</i> <i>Workshop and Lab: 9:30 – 11:30</i> Landing a Job with a Criminal Background 12:30 – 1:30 Introduction to Mail Merge 2:00 – 3:00	15 Civil Service and Government Applications 9:30 – 11:00	16 How to Use the PA CareerLink Website in your Job Search 10:00 – 11:00 Career Lab 1:00 – 2:30 ID Theft: 1:00 – 1:45 Conserving to Save: 1:45 – 2:30	17 Introduction to Computers 9:30 – 11:30 Job Connections: My Home Care; employment opportunities and job search tips 10:00 – 11:00	18 Introduction to PowerPoint 9:30 – 11:30 WorkKeys Career Readiness Certificate Orientation: 12:30 – 2:30
21 Office Closed	22 Smart Start to Finding a Job 9:30 – 10:30 Résumé Review 10:30 – 11:30 <i>Marketing Yourself to Employers</i> <i>Developing a Résumé</i> <i>Workshop and Lab: 12:30 – 2:30</i> <i>Cover Letters: 2:30 – 4:00</i>	23 PPL E-PowerWise: 1:00 – 1:45 Career Lab 1:00 – 2:30 Grocery Getter: 1:45 – 2:30	24 Microsoft Word I 9:30 – 11:30 Job Connections: "To be determined" 10:00 – 11:00 Career Lab 1:00 – 2:30	25
28 WorkKeys Career Readiness Certificate Orientation: 9:30 – 11:30 <i>Marketing Yourself to Employers</i> <i>Developing a Résumé</i> <i>Workshop and Lab: 12:30 – 2:30</i> Tips for Job Seekers Over 50: 3:00 – 4:00	29 Interview with Confidence 9:30 – 11:00 Microsoft Word II 12:30 – 2:00 Introduction to Computers 2:30 – 4:00	30 Banking 101 1:00 – 1:45 Career Lab 1:00 – 2:30 Landlords and Tenants 1:45 – 2:30	31 Application Tips and Online Applications 9:30 – 11:30 Career Lab 1:00 – 2:30	All workshops/events are at no cost and open to the public 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.

Career Lab: An open lab where you will receive assistance on Labor Market Information, O*Net, Pa CareerLink website, Resumes, Job Search and more.

Career Fairs / Networking: Tips on how to be successful at a career fair and how to network in your job search.

Civil Service and Government Applications: Designed to familiarize customers with the process of researching State and Federal Civil Service jobs.

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.

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

Developing a Résumé Workshop and Lab: Learn the basics of creating a resume 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

Employers and Your Credit: Learn why employers access your credit scores and what they see when they pull an employment screening report.

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.

How to Use the POA CareerLink Website in your Job Search: Learn about the many features on the PA CareerLink website including creating and uploading resumes, searching and applying for jobs, interview skills and more.

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

Interview with Confidence: 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.

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.*

Intro to Mail Merge: Learn how to easily insert an 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.

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.

Landlords 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.

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

Smart Start to Finding a Job: Learn the steps to take to get your job search off to a productive start.

Time Management and Setting SMART Goals: Strategies to help you become more efficient with your tasks and your time.

Tips for Job Seekers over 50: Ageism is alive and well. Learn effective ways to become more competitive in the job market.

Wasteful Spending: Learn how much wasteful spending you really do and how to help curb that 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® Career Readiness Certificate Orientation: Designed to introduce customers to the WIN website & the process to obtain a National WorkKeys® Career Readiness Certificate