

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Must pre-register for all workshops by calling, emailing, or signing up online at www.pacareerlink.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. All workshops/events are at no cost and open to the public</p>	<p>1 Office Closed</p>	<p>2 <i>Launch Your Job Search</i> Application Tips / On Line Applications 9:30 – 10:30 Career Fair and Networking 10:30 – 11:30</p> <p>Job Connections: 12:30 – 2:00 Using Social Media to Find a Job 3:00 – 4:00</p>	<p>3 CareerPathways Orientation 9:00 – 12:00</p> <p><i>Marketing Yourself to Employers</i> Developing a Résumé Workshop and Lab 9:30 – 11:30</p> <p>Job Corps 10:00 – 12:00</p> <p><i>Launch Your Job Search</i> Interview with Confidence 12:30 – 2:00</p> <p>Microsoft Word I: 2:00 – 4:00</p>	<p>4 CareerPathways Orientation 9:00 – 12:00</p> <p>TABE Test 10:00 (Preregistration is required)</p>
<p>7 Veterans Job Club 10:00 – 11:00</p> <p>Ameri-Health Health Insurance/ Walk In Question and Answer: 10:00 – 2:00</p>	<p>8 Office Closed</p>	<p>9 <i>Career Readiness</i> Time Management and Setting SMART Goals 9:30 – 11:00</p> <p>Job Connections: Home Watch Caregivers 12:30 – 2:00</p> <p><i>Smart Start to Finding a Job</i> 3:00 – 4:00</p>	<p>10 Your Financial Options: 9:30 – 11:30 Secrets to Customer Service 9:30 – 11:00</p> <p><i>Marketing Yourself to Employers</i> Developing a Résumé Workshop and Lab 12:30 – 2:30</p> <p>Landing a Job with a Criminal Background 3:00 – 4:00</p>	<p>11 Microsoft Word II 9:30 – 11:30</p> <p>Introduction to Computers 12:30 – 2:00</p> <p>WorkKeys Career Readiness Certificate Orientation 2:00 – 4:00</p>
<p>14 Veterans Job Club 10:00 – 11:00</p>	<p>15 Office Closed</p>	<p>16 Hi-SET Testing 9:00 – 2:00</p> <p>Job Connections: 12:30 – 2:00</p>	<p>17 <i>Launch Your Job Search</i> Application Tips / On Line Applications 9:30 – 10:30 Interview with Confidence 10:30 – 11:30</p> <p>Hearing Conservation and Noise Control Safety webinar 9:30 – 10:30 Job Corps 10:00 – 12:00 Introduction to PowerPoint: 12:30 – 2:00 WorkKeysCareer Readiness Certificate Orientation: 2:00 – 4:00</p>	<p>18 Microsoft Excel I 9:30 – 11:30</p> <p><i>Marketing Yourself to Employers</i> Developing a Résumé and Cover Letter Workshop and Lab 12:30 – 2:30 Cover Letters 2:30 – 4:00</p>
<p>21 Office Closed</p>	<p>22 Your Financial Options 1:30 – 3:30 Federal, State and County Job Applications 1:30 – 3:30</p>	<p>23 Hi-SET Testing 9:00 – 2:00</p> <p>Job Connections: PA State Police 12:30 – 2:00</p>	<p>24 <i>Marketing Yourself to Employers</i> Developing a Résumé and Cover Letter Workshop and Lab 9:30 – 11:30 Cover Letters 12:30 – 2:00</p> <p>Tips for Job Seekers Over 50 2:30 – 3:30</p>	<p>25 Workkeys Career Readiness Certificate Orientation 9:30 – 11:30</p> <p>Microsoft Excel II 12:30 – 2:00</p> <p>Résumé Review 2:30 – 4:00</p>
<p>28 Veterans Job Club 10:00 – 11:00</p>	<p>29 Office Closed</p>	<p>30 <i>Launch Your Job Search</i> Application Tips / On Line Applications 9:30 – 11:00</p>	<p>31 Introduction to Computers 9:30 – 11:30</p> <p><i>Marketing Yourself to Employers</i> Developing a Résumé and Cover Letter Workshop and Lab 12:30 – 2:30</p> <p>Introduction to Mail Merge 3:00 – 4:00</p>	<p>Location: 329 Pine St. Williamsport, PA 17701 Hours: Monday–Thursday 8:30–4:30, Friday 9:00–4:30 Phone: 570-601-5465 TTY: 570-601-1754 Email: efolk@censop.com</p> <p>Equal Opportunity/ Employer/Program Auxiliary aids and services are available on request to individuals with disabilities.</p>

Ameri-Health: Learn about locally focused health insurance plans for individuals and employers.

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

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

CareerPathways Orientation: A two-day event where you will learn about the program, complete an assessment test, and begin career exploration. Orientation is a requirement for entering regular CareerPathway classes.

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

Developing a Résumé Workshop and Lab: Learn the basics of creating a resume followed by a computer lab to begin developing this important job search tools using templates.

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.

Federal, State and County Applications: To obtain an understanding of what types of items can be included in a pre-employment screening as well as what types of questions that can be asked of former employers and prospective employees.

Hearing and Noise Control Webinar: A webinar to provide an understanding of the types of hearing loss, appropriate Personal Protective Equipment (PPE), and methods of noise control. Certificate provided.

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.*

Introduction 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.

Job Corps: Get information on how Job Corps can give you education and training to help you succeed in today's business market.

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.

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

Secrets to Customer Service Success: Tips on how to resolve common customer service issues in a professional manner.

Smart Start to Finding a Job: Learn helpful tips to get your job search off to a good start.

TABE Test: The TABE is the Test of Adult Basic Education. Most state-funded programs require participants to take the TABE. The test assesses students' grade equivalency in Reading, Language, and Math. Pre-registration is required.

Time Management and Setting SMART Goals: Learn the first steps for a successful time management and how to set SMART goals.

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

Using Social Media in your Job Search: Learn how LinkedIn, Facebook and Twitter can help in your job search.

Veterans Job Club: Assistant for veterans seeking employment through networking and job search.

Your Financial Options: Individual discussion/meeting following separation from previous employer. Topics include: 401K, pension and IRA decisions, health insurance decisions, budgeting, and setting goals.

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