

A proud partner of the  network

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|--|
| <p>2 Prepare For Your Job Search Getting Started: 9:30 – 11:30 Time Management, Transferrable Skills, Setting SMART Goals</p> <p>WorkKeys Orientation and Placement: 12:30 – 2:30</p> <p>Introduction to Mail Merge: 2:30 – 4:00</p> | <p>3</p> <p>Job Connections 12:30 - 2:00 Featuring TIU: Prioritizing- Learn to balance life and work</p> | <p>4</p> <p>Office Closed</p> | <p>5</p> | <p>6</p> <p>Introduction to Computers: 9:30 – 11:30</p> |
| <p>9 Market Yourself To Employers Developing a Résumé Workshop and Lab: 9:30 – 11:30</p> <p>Cover Letters: 12:30 – 2:30</p> <p>Interview with Confidence: 2:30 – 4:00</p> | <p>10</p> <p>Civil Service and Government Applications: 9:30 – 11:00</p> <p>Job Connections: 12:30 - 2:00 Featuring New Start program</p> | <p>11</p> <p>Basic Budgeting: 1:00 – 1:45</p> <p>ID Theft / Up Your Credit Score: 1:45 – 2:30</p> | <p>12</p> | <p>13</p> <p>Microsoft Word I: 12:30 – 2:30</p> |
| <p>16 Launch your Job Search Application Tips / On Line Applications: 12:30 – 1:30</p> <p>Career Fairs / Networking: 1:30 – 2:30</p> <p>Mock Interviews: 2:30 – 4:00</p> | <p>17</p> <p>Job Connections 12:30 - 2:00 Featuring Conestoga Wood</p> | <p>18</p> <p>Skills that Click: 1:00 – 1:45</p> <p>Banking 101: 1:45 – 2:30</p> | <p>19 Prepare For Your Job Search Getting Started: 9:30 – 11:30 Time Management, Transferrable Skills, Setting SMART Goals</p> <p>WorkKeys Orientation and Placement: 12:30 – 2:30</p> <p>Microsoft Word II: 2:30 – 4:00</p> | <p>20</p> <p>Microsoft Excel I: 9:30 – 11:30</p> |
| <p>23 Landing a Job with a Criminal Background: 9:30 – 11:30</p> <p>Introduction to PowerPoint: 12:30 – 2:00</p> <p>WorkKeys Orientation and Placement: 2:00 – 4:00</p> | <p>24</p> <p>Job Connections 12:30 - 2:00 Featuring Family Care: Communication skills for success in the workplace</p> | <p>25 Market Yourself To Employers Developing a Résumé Workshop and Lab: 9:30 – 11:30</p> <p>Cover Letters: 12:30 – 2:30</p> <p>Interview with Confidence: 2:30 – 4:00</p> <p>Landlords and Tenants: 1:00 – 1:45 PPL e-PowerWise: 1:45 – 2:30</p> | <p>26</p> | <p>27</p> <p>Application Tips/ Online Applications: 12:30 – 2:30</p> |
| <p>30</p> | <p>31</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. Location: 225 Market Street, Third Floor, Sunbury, PA 17801 Phone: 570-988-7300 TTY: 570-286-8293 Email: efolk@censop.com</p> <p style="text-align: center;">All workshops/events are at no cost and open to the public</p> | | |

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.

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

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 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.

Getting Ready to Knock on Doors: A series of workshops designed to get your job search in order and include, Developing a Résumé, Cover Letters and Interview with Confidence

Grocery Getter: Teaches you how to feed a family on a tight budget.

ID Theft / Employers and your Credit: 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.*

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.

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

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

The Launch: A series of workshops to complete your skills for a successful job search and include, Applications Tips/ Online Applications, Career Fairs / Networking and Mock Interviews.

Transportation Tuesday: Learn about the opportunities available with a career in transportation. Guest speakers from local transportation businesses.

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

Where Do I Begin: Getting Started: Learn the first steps for a successful job search including time management, knowing your transferrable skills and how to set SMART 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 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