

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Must pre-register for all workshops by calling, emailing, or signing up online at <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a> or sign up in person at the PA CareerLink<sup>®</sup> 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>Location: 329 Pine St. Williamsport, PA 17701 Phone: 570-601-5465 TTY: 570-601-1754 Email: <a href="mailto:efolk@censop.com">efolk@censop.com</a> Hours: Monday–Thursday 8:30–4:30, Friday 9:00–4:30 Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities</p>			<p>1</p> <p><b>Launch Your Job Search</b> <i>Application Tips / On Line Applications</i> 9:30 – 10:30</p> <p><i>Career Fair and Networking</i> 10:30 – 11:30 <i>Interview with Confidence: 12:30 – 2:00</i></p> <p>Job Corps 10:00 – 12:00 Using Social Media to Find a Job 2:00 – 3:00</p>	<p>2</p> <p>Microsoft Word I 9:30 – 11:30</p> <p>TABE Test 10:00 (Preregistration is required)</p> <p>Smart Start to Finding a Job 12:30 – 2:00</p> <p>WorkKeys Career Readiness Certificate Orientation: 2:00 – 4:00</p>
<p>5</p> <p>Veterans Job Club 10:00 – 11:00</p>	<p>6</p>	<p>7</p> <p><b>Career Readiness</b> <i>Time Management and Setting SMART Goals</i> 9:30 – 11:30</p> <p>Job Connections: 12:30 – 2:00</p>	<p>8</p> <p>Your Financial Options: 9:30 – 11:30</p> <p><b>Marketing Yourself to Employers</b> <i>Developing a Résumé Workshop and Lab</i> 9:30–11:30</p> <p>Microsoft Word II 12:30 – 2:00 Secrets to Customer Service Success 2:30 – 4:00</p>	<p>9</p> <p>WorkKeys Career Readiness Certificate Orientation 9:30 – 11:30</p> <p>Microsoft Excel I 12:30 – 2:30</p> <p>Introduction to Computers 2:30 – 4:00</p>
<p>12</p> <p>Office Closed</p>	<p>13</p>	<p>14</p> <p><b>Marketing Yourself to Employers</b> <i>Developing a Résumé Workshop and Lab</i> 9:30 – 11:30</p> <p><i>Cover Letters: 3:00 – 4:00</i></p> <p>Office Injury Safety Webinar 9:30 – 10:30 Job Connections: 12:30 – 2:00</p>	<p>15</p> <p><b>Career Lab 9:30 – 11:30</b> (staff must register participants) CB</p> <p><b>Launch Your Job Search</b> <i>Application Tips / On Line Applications</i> 9:30 – 10:30</p> <p><i>Interview with Confidence: 10:30 – 11:30</i></p> <p>Excel II 12:30 – 2:00 Job Corps 10:00 – 12:00 WorkKeys Career Readiness Certificate Orientation: 2:00 – 4:00</p>	<p>16</p>
<p>19</p> <p>Veterans Job Club 10:00 – 11:00</p> <p>AmeriHealth 10:00 – 2:00</p>	<p>20</p> <p>OSHA Top Ten Safety Webinar 9:30 – 10:30 PR</p>	<p>21</p> <p>Hi-SET Testing 9:00 – 2:00</p> <p>Bloodborne Pathogen Precautions Webinar 9:30 – 10:30</p> <p>Job Connections: 12:30 – 2:00</p>	<p>22</p> <p>Office Closed</p>	<p>23</p> <p>Office Closed</p>
<p>26</p> <p>Veterans Job Club 10:00 – 11:00</p>	<p>27</p> <p>Your Financial Options: 1:30 – 3:30</p>	<p>28</p> <p><b>Career Readiness</b> <i>Time Management and Setting SMART Goals</i> 9:30 – 11:30</p> <p>Job Connections: 12:30 – 2:00 Landing a Job with a Criminal Background 3:00 – 4:00</p>	<p>29</p> <p><b>Marketing Yourself to Employers</b> <i>Developing a Résumé Workshop and Lab</i> 9:30 – 11:30</p> <p><i>Cover Letters: 12:30 – 2:00</i></p> <p>Introduction to Computers: 2:00 – 3:30</p>	<p>30</p> <p>Introduction to PowerPoint: 9:30 – 11:30</p> <p>Introduction to Mail Merge: 12:30 – 2:00</p> <p>WorkKeys Career Readiness Certificate Orientation: 2:00 – 4:00</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.

**Bloodborne Pathogen Precautions Webinar:** To provide viewers an understanding of what Bloodborne Pathogens are, how they can be transmitted, and what precautions can be taken to protect against exposure. Recommended for healthcare providers and family members.

**Building Your Financial House: Spending Sensibly:** Overspending can lead to both physical and financial chaos. Map your money and manage cash with banking tools to stay in control.

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

**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.

**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.

**OSHA Top Ten Safety Webinar:** To provide an understanding of the potential hazards of the Occupational Health & Safety Administration's (OSHA's) annual Top 10 safety categories. The viewer will be able to use this historical information and other guidance presented in the program, to prevent the same OSHA violations from occurring in their respective work place.

**Office Injury Safety Webinar:** To provide an understanding and information on safety issues/hazards within an office setting as well as providing methods to prevent injuries that may occur within an office, such as Carpal Tunnel Syndrome (CTS), back injuries, cuts, etc.

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

**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.

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

**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