

A proud partner of the  network

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Career Readiness <i>Assess Your Skills and Set SMART Goals: 9:30 – 10:30</i></p> <p>Résumé Review: 10:30 – 11:30</p> <p>Marketing Yourself to Employers <i>Developing a Résumé Workshop and Lab: 12:30 – 2:30</i> <i>Cover Letters: 2:30 – 4:00</i></p>	<p>2</p> <p>WorkKeys Career Readiness Certificate Orientation 9:30 – 11:30</p> <p>Launch Your Job Search <i>Application Tips / Online Applications: 12:30 – 1:30</i> <i>Interview with Confidence: 1:30 – 3:00</i> <i>Career Fairs / Networking: 3:00 – 4:00</i></p>	<p>3</p>	<p>4</p> <p>Smart Start to Finding a Job 9:30 – 11:30</p>	<p>5</p>
<p>8</p> <p style="text-align: center;">Office Closed</p>	<p>9</p> <p>Job Connections: 12:30 - 2:00 Communication Skills; Nickolas Beers presenter</p>	<p>10</p> <p>Career Readiness <i>Assess Your Skills and Set SMART Goals: 9:30 – 10:30</i></p> <p>Marketing Yourself to Employers <i>Developing a Résumé Workshop and Lab: 12:30 – 2:30</i></p> <p>Basic Budgeting: 1:00 – 1:45 Up Your Credit Score: 1:45 – 2:30 Intro to Mail Merge 2:30 – 3:30</p>	<p>11</p> <p>Cover Letters 9:30 – 11:30</p>	<p>12</p>
<p>15</p> <p>Launch Your Job Search <i>Application Tips / Online Applications: 9:30 – 10:30</i> <i>Career Fairs / Networking: 10:30 – 11:30</i> <i>Interview with Confidence: 12:30 – 2:00</i></p> <p>Tips for Job Seekers Over 50: 2:00 – 3:30</p>	<p>16</p> <p>Civil Service and Government Applications: 9:30 – 11:00</p> <p>Job Connections: 10:00 – 11:00 GAF, Miranda Ritter Human Resource Manager Join us to learn more about GAF. Information on Job openings, career progression, how to apply. Tips on resumes, interviewing and more!</p>	<p>17</p> <p>Dress for Success: 1:00 – 1:45</p> <p>PPLe- PowerWise: 1:45 – 2:30</p>	<p>18</p> <p>Microsoft Word I 9:30 – 11:30</p>	<p>19</p> <p>Marketing Yourself to Employers <i>Developing a Résumé Workshop and Lab: 9:30 – 11:30</i></p> <p>WorkKeys Career Readiness Certificate Orientation: 12:30 – 2:30</p>
<p>22</p> <p>Introduction to Computers: 9:30 – 11:30</p> <p>Microsoft Word II: 12:30 – 2:30</p> <p>Using Social Media in your Job Search 2:30 – 3:30</p>	<p>23</p> <p>Job Connections: 10:00 – 11:00 Debra Roberts, Human Resources, Penn Cheese; Join us to learn more about Penn Cheese. Information on Job openings, career progression, how to apply. Tips on resumes, interviewing and more.</p>	<p>24</p> <p>Grocery Getter: 1:00 – 1:45</p> <p>Landlords and Tenants: 1:45 – 2:30</p>	<p>25</p> <p>Résumé Review 9:30 – 10:30 Microsoft Excel I 9:30 – 11:30 Landing a Job with a Criminal Background: 10:30 – 11:30 WorkKeys Career Readiness Certificate Orientation 12:30 – 2:30</p>	<p>26</p>
<p>29</p> <p>WorkKeys Career Readiness Certificate Orientation 9:30 – 11:30</p> <p>Marketing Yourself to Employers <i>Developing a Résumé Workshop and Lab: 12:30 – 2:30</i> <i>Cover Letters: 2:30 – 4:00</i></p>	<p>30</p> <p>Launch Your Job Search <i>Application Tips / Online Applications: 12:30 – 1:30</i> <i>Interview with Confidence: 1:30 – 2:30</i></p> <p>Microsoft Excel II: 2:30 – 4:00</p>	<p>31</p> <p>Skills that Click: 1:00 – 1:45</p> <p>Conserving to Save: 1:45 – 2:30</p>	<p>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 All workshops/events are at no cost and open to the public</p>	

Assess Your Skills and Set SMART Goals: Learn the first steps for a successful job search including, knowing your transferable skills and how to set SMART goals.

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.

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 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.

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

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 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.

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

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

Up Your Credit Score: After you have seen your credit report, learn what to do to fix it and boost your credit score.

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

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 Readiness Certificate