

Monday	Tuesday	Wednesday	Thursday	Friday
1  Veterans Job Club 10:00 – 11:00	2	3 Job Connections: 12:30 – 2:00  <u>Marketing Yourself to Employers</u> Developing a Résumé Workshop and Lab 1:00– 3:00 Cover Letters 3:00 – 4:00	4 <u>Launch Your Job Search</u> Application Tips / On Line Applications 9:30 – 10:30 Interview with Confidence: 10:30 – 11:30 Career Fair and Networking 12:30 – 1:30  Job Corps 10:00 – 12:00 Using Social Media to Find a Job 2:00 – 3:00	5  Microsoft Word I 9:30 – 11:30  TABE Test 10:00 (Preregistration is required)  Building Your Financial House: Spending Sensibly 12:30 – 2:00  WorkKeysCareer Readiness Certificate Orientation: 2:00 – 4:00
8  Office Closed	9  <u>Launch Your Job Search</u> Application Tips / On Line Applications 12:30 – 1:30  Interview with Confidence: 1:30 – 3:00 Career Fairs / Networking 3:00 – 4:00	10  Job Connections: 12:30 – 2:00	11 Your Financial Options 9:00 – 11:00  <u>Career Readiness</u> Time Management and Setting SMART Goals 9:30 – 11:30  <u>Marketing Yourself to Employers</u> Developing a Résumé and Cover Letters Workshop and Lab 12:30 – 2:30  Microsoft Word II 2:30 – 4:00	12  WorkKeys Career Readiness Certificate Orientation 9:30 – 11:30  Microsoft Excel I 12:30 – 2:30  Introduction to Computers 2:30 – 4:00
15  Veterans Job Club 10:00 – 11:00  OVR Workshop 1:00 – 2:30	16  Transportation Tuesday 9:30 – 11:30  Smart Start to Finding a Job: 1:00 – 3:00 Introduction to Mail Merge 3:00 – 4:00	17  Hi-SET Testing 9:00 – 2:00  Job Connections: 12:30 – 2:00	18  <u>Marketing Yourself to Employers</u> Developing a Résumé Workshop and Lab 9:30 – 11:30  Cover Letters 12:30 – 2:00  Job Corps 10:00 – 12:00 WorkKeys Career Readiness Certificate Orientation: 2:00 – 4:00	19
22  Veterans Job Club 10:00 – 11:00  Ameri-Health 10:00 – 2:00  Federal, State and County Job Applications 1:30 – 3:30	23  <u>Launch Your Job Search</u> Application Tips / On Line Applications 12:30 – 1:30  Interview with Confidence: 1:30 – 3:00 Career Fairs / Networking 3:00 – 4:00  Your Financial Options 1:30 – 3:30	24  Job Connections: 12:30 – 2:00	25	26  <u>Marketing Yourself to Employers</u> Developing a Résumé Workshop and Lab 9:30 – 11:30  Microsoft Excel II: 12:30 – 2:30 Résumé Review 2:30 – 4:00
29  Veterans Job Club 10:00 – 11:00	30	31  <u>Career Readiness</u> Time Management and Setting SMART Goals 9:30 – 11:30  Landing a Job with a Criminal Background 12:30 – 1:30 Introduction to Computers: 2:00 – 3:30	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 Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities  Location: 329 Pine St. Williamsport, PA 17701 Phone: 570-601-5465 TTY: 570-601-175 Email: <a href="mailto:efolk@censop.com">efolk@censop.com</a> Hours: Monday–Thursday 8:30–4:30, Friday 9:00–4:30	

**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.

**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 and cover letter followed by a computer lab to begin developing these 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 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.

**Job Corps:** Get information on how Job Corps can give you the 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.

**OVR Workshop:** A new workshop to assist job seekers with questions related to ADA and OVR. This workshop will review ADA accommodations, when and how to ask for accommodations either on the job or for an interview, conditions that may be considered a disability (migraines, depression, 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 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