



November 2018
 Northumberland / Snyder / Union Counties
www.pacareerlink.pa.gov

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Monday	Tuesday	Wednesday	Thursday	Friday
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 Equal Opportunity/ Employer/Program. Auxiliary aids and services are available on request to individuals with disabilities.			1 Microsoft Excel I 9:30 – 11:30 Job Connections: Wal-Mart, Application, resume and interview tips. Learn about career opportunities! 10:00 – 11:00	2
5 Smart Start to Finding a Job: 9:30 – 10:30 Résumé Review: 10:30 – 11:30 WorkKeys Career Readiness Certificate Orientation: 12:30 – 2:30 Microsoft Excel II: 2:30 – 4:00	6 Civil Service and Government Applications 9:30 – 11:00 <hr/> <u>Marketing Yourself to Employers</u> <i>Developing a Résumé</i> Workshop and Lab: 9:30 – 11:30 <hr/> <u>Career Readiness</u> <i>Assess Your Skills and Set SMART Goals: 12:30 – 1:30</i> <hr/> Microsoft Word I: 1:30 – 3:30	7 Employers and Your Credit: 1:00 – 1:45 Landlords and Tenants: 1:45 – 2:30	8 Job Connections: Majik RTO, Application, resume and interview tips. Learn about career opportunities 10:00 – 11:00	9
12 Office Closed	13 Transportation Tuesday 9:30 – 11:30 <hr/> <u>Launch Your Job Search</u> <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> <hr/> Microsoft Word II: 2:00 – 3:30	14 Banking 101: 1:00 – 1:45 ID Theft: 1:45 – 2:30	15 Mock Interviews 9:30 – 11:30 Job Connections: My Home Care. Learn about career opportunities! Helpful job seeker advice 10:00 – 11:00	16 <hr/> <u>Marketing Yourself to Employers</u> <i>Developing a Résumé</i> Workshop and Lab: 9:30 – 11:30 <hr/> Cover Letters: 12:30 – 2:00 <hr/> WorkKeys Career Readiness Certificate Orientation: 2:00 – 4:00
19 Introduction to Computers: 9:30 – 11:30 Introduction to PowerPoint: 12:30 – 2:30 Introduction to Mail Merge: 2:30 – 4:00	20 Secrets to Customer Service Success: 9:30 – 11:00 Tips for Job Seekers Over 50: 12:30 – 2:00 Using Social Media to Find a Job: 2:30 – 4:00	21	22 Office Closed	23 Office Closed
26 <hr/> <u>Career Readiness</u> <i>Assess Your Skills and Set SMART Goals: 9:30 – 10:30</i> <i>Time Management: 10:30 – 11:30</i> <hr/> <u>Marketing Yourself to Employers</u> <i>Developing a Résumé</i> Workshop and Lab: 12:30 – 2:30 <hr/> Cover Letters: 2:30 – 4:00	27 WorkKeys Career Readiness Certificate Orientation 9:30 – 11:30 <hr/> <u>Launch Your Job Search</u> <i>Application Tips / Online Applications: 12:30 – 1:30</i> <i>Interview with Confidence: 1:30 – 2:30</i> <hr/> Landing a Job with a Criminal Background: 2:30 – 4:00	28 Skills that Click: 1:00 – 1:45 Conserving to Save: 1:45 – 2:30	29 Microsoft Word I 9:30 – 11:30 Job Connections: Your Digital Footprint: An Employer's Perspective 10:00 – 11:00	30

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.

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 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

Employers and Your Credit: Learn why employers access your credit scores and what they see when they pull an employment screening report.

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 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.

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

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

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 your job search off to a productive start.

Time Management: Strategies to help you become more efficient with your tasks and your time.

Tips for Job Seekers over 50: Ageism is alive and well. Learn effective ways 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