



Register for any workshop at: www.tinyurl.com/paclchesco
Select Workshop Topic from **Calendar of Events** to Register!
***Virtual Workshops - BLUE FONT**

Monday	Tuesday	Wednesday	Thursday	Friday
2 <i>*How to Use Zoom 11:30a</i>	3 Orientation & Training Info 10a (MP1) Successful Networking 1:30p (MP1) <i>*Resume Revival 6p</i>	4 Cover Letter Writing 10a (MP1) Market Yourself 1:30p (MP1)	5 Ace the Interview 10a (MP1) Orientation & Training Info 1:30p (MP1)	6 <i>*Microsoft Excel 2 – 9:30a</i> <i>*LinkedIn Advanced 11:30a</i> <i>*Microsoft Excel 4 – 1:30p</i>
9 <i>*Microsoft Excel 1 - 9:30a</i> <i>*Microsoft Word 1 – 11:30a</i> <i>*Microsoft Outlook 1:30p</i>	10 Orientation & Training Info 10a (MP1) Navigating the PA CL Website 1:30p (MP1) Making Your Money Work 2p (MP2) <i>*LinkedIn for Beginners 6p</i>	11 Resume Revival 10a (MP1) <i>Multi-Employer Recruitment Event 12:30p to 3p (MP1/2)</i> <i>*Your Credit Journey by Clarifi 4p</i>	12 Overcoming the Age Barrier 10a (MP1) Orientation & Training Info 1:30p (MP1)	13 <i>*Working & Interviewing Remotely 11:30a</i> <i>*Management Level Interview Tips 1:30p</i>
16 <i>*How to Use Recruiters 9:30a</i> <i>*Branding, Elevator Speech & Changing Careers 1:30p</i>	17 Orientation & Training Info 10a (MP1) Assessment & Personality Tests 1:30p (MP1) <i>*Post Pandemic Job Search Strategies 6p</i>	18 Business Communication 10a (MP1) Modern Interviewing 1:30p (MP1)	19 Finding Your Fit 10a (MP1) Orientation & Training Info 1:30p (MP1)	20 <i>*Microsoft Excel 3 – 9:30a</i> <i>*Microsoft Windows 10 – 11:30a</i> <i>*Adobe PDF 1:30p</i>
23 <i>*Job Search Engines, Applications & Keyword Tips 9:30a</i> <i>*Accomplishment Stories 11:30a</i>	24 Orientation & Training Info 10a (MP1) High Priority Occupations 1:30p (MP1) <i>*Overcoming the Age Barrier 6p</i>	25 Resume Revival 10a (MP1) <i>Multi-Employer Recruitment Event 12:30p to 3p (MP1/2)</i>	26 LinkedIn for Beginners 10a (MP1) Orientation & Training Info 1:30p (MP1)	27 <i>*Microsoft Access 2– 9:30a</i> <i>*Quick Books Data Entry 1 - 11:30a</i> <i>*Microsoft Word 2- 1:30p</i>
30 OFFICE CLOSED for the Observance of MEMORIAL DAY 	31 Orientation & Training Info 10a (MP1) <i>*Resume Writing & Job Search 10a</i> Conflict Resolution 1:30p (MP1) <i>*Navigating PA CL Website 6p</i>	Sign on to your PA CareerLink® account at www.pacareerlink.pa.gov to register for any of our workshops! Call 610-280-1010 for assistance. Workshops listed in <u>Blue Font</u> are offered <u>Virtually only</u> . Workshops listed in <u>Black Font</u> are offered <u>In-Person and Virtually</u> .		

WORKSHOP DESCRIPTIONS

Register for any of these workshops by 'logging on' to your PA CareerLink® account with your Keystone ID/Password at www.tinyurl.com/paclchesco
Once logged on, 'Search Events' and click on individual events to register. If you need assistance, contact 610-280-1031.

Full Circle Technology Demonstration Trainings and Online Career Workshops - PA CareerLink® has partnered with Full Circle to provide customers additional FREE workshop opportunities to choose from – including technology demonstration trainings in Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, Windows, Access and LinkedIn Advanced) and additional Online Career Workshops that include the following workshop topics: Senior Level Interview, Branding and Elevator Speech/Changing Careers, How to Use Recruiters, Accomplishment Stories and Working Remotely. Full a full description of these workshops, download the flyer at this link: <https://tinyurl.com/yxh2h668>

Modern Interviewing in the Virtual Age - Learn modern interviewing techniques that focus on behavioral questions. You will learn how to answer the hardest questions in an interview.

Resume Revival - Revamp your resume and learn about how to get your resume through an ATS - Applicant Tracking System. Bring a copy of your resume to have it critiqued.

Cover Letter Writing - Highlight your qualifications for an employer by including a cover letter with your resume. Learn what methods to use to correspond with employers. Please bring your resume and a job description.

Market Yourself - Do you have a brand? Learn how to create your own personal brand and market yourself effectively.

Time Management & Your Job Search - Time Management is a critical element to an efficient job search. Learn tips and stay organized and focused while searching for a job.

Successful Networking - This workshop will provide attendees an understanding of effective networking strategies. Learn how effective networking can lead to landing a job and how to build and maintain a strong and valuable network.

Job Search Strategies During a Pandemic - Job search during a pandemic can be challenging and confusing. We will delve deeper into the do's and don'ts of job search during the COVID-19 pandemic. Plan to walk away with relevant tips for your job search, interviewing, networking and personal branding techniques.

Job Search Strategies for Veterans Learn strategies to help with your job search. Topics will include resumes, interviewing, transferable skills and networking.

Overcoming the Age Barrier - Receive guidance on job search issues specific to the mature worker (over 50). Learn strategies how to identify jobs if you are in this market.

LinkedIn for Beginners – Get started with LinkedIn, the world's largest networking platform. In this workshop you'll learn to complete your profile, develop your professional network give and receive recommendations and endorsements, use LinkedIn Groups and find jobs on LinkedIn

Resume Writing and Job Search - Chester County Library staff will review the fundamentals of writing a resume; format, content, tips & tricks, required and optional sections, etc. Zoom link will be sent the morning of the event to registered participants. <https://ccls.libcal.com/event/7336045>

Coping with Job Loss Support Group - Are you looking for support at this time of job loss? Join us for the support group help to share in a safe and supportive environment with others who are also experiencing job loss. Family Services Counselor will facilitate this support group.

ID Clinics – Legal Aid will be available in assisting customers obtain Birth Certificates, Social Security Cards, State ID's and Driver Licenses. Contact Edwina at 610-429-9400, ext 4115 or ejohnson@uwchestercounty.org to schedule an appt. *Customer may be subject to agency fees for obtaining documents.

Legal Clinics - Have a legal issue that you need help with? Schedule a 30 minute appointment with a Legal Aid attorney. Call 610-429-9400 Ext. 4115 or email at ejohnson@uwchestercounty.org

DEBT – Crush It! *Virtual Workshop – Debt can be the single biggest obstacle to achieving your financial goals. Learn how to manage debt and start with your first step to getting under control.*

VIRTUAL Workshops Registrants will receive a ZOOM Link the morning of their scheduled workshop. If you do not receive a link, please contact 610-280-1010.

PA CareerLink® is an Equal Opportunity Employer/Program. Auxiliary aids are available to individuals with disabilities upon request