



VIRTUAL WORKSHOP & EVENTS CALENDAR

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>Scan our QR Code at the top right to access our Job Seeker Resources Page and to Access our Workshop Calendar and Current Job Postings!</i></p> <p>Technology Demonstration Trainings are listed in BLUE Font. Sign in to your PA CareerLink Account to register for any of our workshops! Give us a call at 610-280-1010 if assistance is needed!</p>			<p>1 Microsoft Word 1 9:30 am Microsoft Excel 1 11:30 am Microsoft Access 1 1:30 pm Orientation & Training Grant Info 1 pm</p>	<p>2</p>
<p>5 Job Search Strategy for Veterans 1pm</p>	<p>6 Orientation & Training Grant Info 10 am Ace the Interview 1 pm Overcoming the Age Barrier 6 pm</p>	<p>7 LinkedIn for Beginners 10 am Successful Networking 1 pm Finances for a Lifetime 6 pm</p>	<p>8 Conflict Resolution Workshop 10 am Orientation & Training Grant Info 1 pm</p>	<p>9 Accomplishment Stories 9:30 am Microsoft Windows 10 11:30 am Unemployment Compensation 11 am How to Use Recruiters 1:30 pm</p>
<p>12 <i>Manufacturing Careers Boot Camp Begins</i> Coping with Job Loss 12 noon Resume Revival 1 pm</p>	<p>13 Orientation & Training Grant Info 10 am Assessment & Personality Tests 1 pm Job Search Strategies During a Pandemic 6 pm</p>	<p>14 Working & Interviewing 4:30 pm Good Credit – How to Get It! 6 pm</p>	<p>15 LinkedIn Advanced 9:30 am Overcoming the Age Barrier 10 am Microsoft Excel 2 11:30 am Orientation & Training Grant Info 1pm</p>	<p>16</p>
<p>19 Budgeting Through a Crisis 12 pm Cover Letter Writing 1 pm</p>	<p>20 Orientation & Training Grant Info 10 am Modern Interviewing in Virtual Age 1 pm Resume Revival 6 pm</p>	<p>21 Time Management & Job Search 1pm Budgeting & Debt 6 pm</p>	<p>22 Building Workplace Diversity Skills 9:30 am Market Yourself 10 am Organization & Planning Skills 11:30 am Orientation & Training Grant Info 1pm</p>	<p>23 Microsoft Excel 3 9:30 am Adobe PDF 11:30 am Learning Management System (LMS) 1:30 pm PA Clean Slate 11 am</p>
<p>26 Coping with Job Loss 12 noon Bridging the Skills Gap 1 pm</p>	<p>27 Orientation & Training Grant Info 10 am Resume Writing & Cover Letter 10 am Job Search Strategies During a Pandemic 1 pm Job Search Strategies for Veterans 6 pm</p>	<p>28 Branding & Elevator Speech 9:30 am Microsoft Excel 4 11:30 am Overcoming the Age Barrier 1 pm Management Level Interview Tips 4:30 pm Paying for College 6 pm</p>	<p>29 Ace the Interview 10 am Orientation & Training Grant Info 1pm</p>	<p>30 Microsoft Outlook 9:30 am Microsoft Word 2 11:30 am Microsoft Access 2 1:30 pm</p>

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.

NEW 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. Workshops are highlighted in this calendar in **BLUE FONT**. Full a full description of these workshops, download the flyer at this link: <https://tinyurl.com/yxh2h668>

Unemployment Compensation Workshop – A Legal Aid of SEPA Staff Attorney will present an update on Unemployment Compensation (UC)/Pandemic Unemployment Assistance (PUA), how and when to apply, and answer your questions.

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.

Making Your Money Work – Tips and tools on how to create and manage a budget.

PA Clean Slate - Learn about laws around Clean Slate. Facilitated by: Legal Aid Zoom link will be sent the morning of the event to registered participants.

*For a FULL LIST of Workshop Descriptions – Log onto your PA CareerLink Account and Search the Calendar at: www.tinyurl.com/paclchesco
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