


# March Workshop Calendar 2024

Monday	Tuesday	Wednesday	Thursday	Friday
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 <p><b>Please remember to always bring your PA CareerLink® Keystone ID and Password each time you visit the PA CareerLink</b></p>				9:00 – 10:00 Intro to CareerLink® Services 1:00 – 2:00 Interview Skills 3:00 – 4:00 Creating your Resume
4	5	6	7	8
10:00 – 11:00 Resume Writing 11:00 – 12:00 Navigating our Website	9:00 – 10:00 Intro to CareerLink® Services 1:00 – 2:00 MS Excel 3:00 – 4:00 Interview Skills	1:00 – 4:00 TABE Locator Part I	9:00 – 1:00 GED Orientation Part II 2:00 – 3:00 Navigating our Website 3:00 – 4:00 Resume Writing	10:00 – 11:00 Intro to CareerLink® Services 11:00 – 12:00 MS Word 1:00 – 2:00 Interview Skills
11	12	13	14	15
11:00 – 12:00 Climb the Career Ladder (EOC) <u>VIRTUAL Only</u> 1:00 – 2:00 Budgeting Workshop (EOC) <u>VIRTUAL Only</u>	9:00 – 10:00 Navigating our Website 1:00 – 2:00 Is now the Right Time to start a Small Business – <u>Virtual Only</u> (US SBA)	11:00 – 12:00 Skillup™ PA 2:00 – 3:00 Intro to CareerLink® Services 3:00 – 4:00 Interview Skills	9:00 – 10:00 Resume Writing	1:00 – 2:00 Navigating Our Website 3:00 – 4:00 Intro to CareerLink® Services
18	19	20	21	22
9:00 – 10:00 Basic Computer Skills 11:00 – 12:00 Resume Writing 1:00 – 2:00 Interview Skills	9:00 – 10:00 Navigating our Website 11:00 – 12:00 Intro to CareerLink® Services 1:00 – 2:00 MS PowerPoint	2:00 – 3:00 Intro to CareerLink® Services 3:00 – 4:00 Creating your Resume	1:00 – 2:00 Resume Writing 3:00 – 4:00 Navigating our Website	9:00 – 10:00 Interviewing Skills 11:00 – 12:00 Skillup™ PA
25	26	27	28	29
11:00 – 12:00 Time Management- (EOC) <u>VIRTUAL and IN PERSON</u> 1:00 – 2:00 Google Apps – Learn how to Access, Use, and Improve your Skill Set -(EOC) <u>VIRTUAL AND IN PERSON</u>	1:00 – 2:00 Intro to CareerLink® Services 3:00 – 4:00 Navigating our Website	10:00 – 11:00 Resume Writing 1:00 – 2:00 Interview Skills	10:00 – 11:00 Navigating our Website 1:00 – 2:00 Resume Writing	

*Program Funded with Federal Dollars. For More Information, Visit [Bit.Ly/Stevens-Amendment](http://Bit.Ly/Stevens-Amendment). EO Employer/Programs*

All events are free of charge. Enrollment is required. **\*\*Masking is optional for your health and safety; however, PA CareerLink® Schuylkill County practices social distancing within the classroom. Therefore, pre-registration for events is required, and seating is limited.** If you are experiencing technical difficulties, call (570) 622-5253 ext. 431 to register. Attendance as a walk-in and late admittance may not be granted due to limited seating!

**\*\*INTRO TO CAREERLINK® SERVICES** – Learn about the many programs and services available at the PA CareerLink®.

**\*\*INTERVIEWING SKILLS** – This workshop provides interviewing tips, questions to expect and questions to ask, and what to do and what not to do in an interview.

**\*\*NAVIGATING OUR WEBSITE** – This workshop will teach you the basics to effectively use our PA CareerLink® website for job search and review some of its tools and resources.

**\*\*RESUME WRITING** – Learn how to construct an effective resume and cover letter and what to do and not do on a resume. Please bring a copy of your resume.

**CREATING YOUR RESUME** – All hands-on, work with a PA CareerLink® staff member to construct a resume using MS Word.

**BASIC COMPUTER SKILLS** – Learn how to log on and off, use a mouse & keyboard, and learn other basic computer operations.

**MICROSOFT BASIC EXCEL** – Learn the basics of Microsoft Excel. This is a hands-on workshop to learn spreadsheet components, formula creation, and formatting techniques.

**MICROSOFT BASIC POWERPOINT** – Learn the basics of MS PowerPoint. Learn how to create a slide show presentation, and insert pictures, text, graphics, and animation.

**MICROSOFT BASIC WORD** – Learn the basics of MS Word. Learn formatting techniques, creating correspondence, saving, and printing documents.

**SKILLUP™ PA – METRIX ONLINE LEARNING** This session provides information and instructions on using the SkillUp™ PA – Metrix Online Learning platform. SkillUp™ PA offers a **FREE** library of online training courses to acquire new skills, enhance existing skills, and prepare for an in-demand professional certification.

**ADDITIONAL WORKSHOPS AND INFORMATIONAL SESSIONS CONDUCTED BY GUEST PROFESSIONALS:**

**DO YOU NEED YOUR GED? – IU29** -This session is an orientation to High School Equivalency / GED services offered by Schuylkill I.U. / Lifelong Learning Center. Completion of an assessment during the orientation will help determine your placement into a GED prep class or eligibility for “Fast Track” GED services.

**IS NOW THE RIGHT TIME TO START A BUSINESS? – US SMALL BUSINESS ADMINISTRATION /SCORE** – Interested in starting your own business? You will be provided valuable information to help you decide if self-employment is right for you.

**BUDGETING – EDUCATIONAL OPPORTUNITY CENTERS, INC.** – This workshop offers strategies to improve fiscal life.

**CLIMB THE CAREER LADDER – EDUCATIONAL OPPORTUNITY CENTERS, INC.** – this workshop is for those who seek to advance in their current careers. The workshop includes strategies to improve skills and how to express your interests.

**TIME MANAGEMENT – EDUCATIONAL OPPORTUNITY CENTERS, INC.** – This workshop provides strategies for using your time wisely, including prioritizing activities, needs versus wants, and creating a schedule to be successful.

**GOOGLE APPS – LEARN HOW TO ACCESS, USE AND IMPROVE YOUR SKILL SET EDUCATIONAL OPPORTUNITY CENTERS, INC.** This workshop provides hands-on learning for attendees about Google Calendar, Drive, Docs, and more.

**FINANCIAL AID 101 – EDUCATIONAL OPPORTUNITY CENTERS, INC.** This workshop covers everything you need to know about paying for postsecondary schooling, including FASFA, PHEAA, scholarships, and education incentives. You can attend in person or remotely, and this course offers one-on-one instruction. Please call (570) 622-5253 ext. 431 to register.

**\*\* ATTENDANCE REQUIRED PRIOR TO RECEIVING CASE MANAGEMENT AND TRAINING SERVICES** If you are interested in meeting with a case manager, please have the following documents ready: social security card, state-issued birth certificate, valid PA Driver’s license or photo ID card, with a correct address listed. Thank you!

To register for events listed on this calendar, log into your PA CareerLink® account at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) using your Keystone ID and Password, go to the Events Tab/Search Events/Schuylkill/find the Event/ & Select Register Button