

# August 2025



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

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Sign on to your PA CareerLink® account at <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a> to register for any of our workshops!</b></p> <ul style="list-style-type: none"> <li>Workshops listed in <i>*Blue Font</i> are offered <i>Virtually only</i>.</li> <li>Workshops listed in <i>Black Font</i> are offered <i>In-Person</i> or via a hybrid format (<i>In-Person</i> and/or <i>Virtually</i>).</li> </ul> <p><u>Digital Intake Form</u> - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.</p>				1
<p><b>4</b></p> <p>Job Search Strategies in a Modern World 10a (MP1)</p> <p>Business Communications 1:30p (MP1)</p>	<p><b>5</b></p> <p>Maximizing Your Job Search Potential 1:30p (MP1)</p>	<p><b>6</b></p> <p>Discover Your Skills &amp; Find Your Fit 10a (MP1)</p> <p>Using AI in Your Job Search 1:30p (MP1)</p>	<p><b>7</b></p> <p>Finding Employment with a Criminal Background 10a (MP1)</p> <p>Orientation &amp; Training Info 1:30p (MP1)</p>	<p><b>8</b></p> <p><i>*Accomplishment Stories 9:30a</i></p> <p><i>*Branding &amp; Elevator Speech 11:30a</i></p> <p><i>*Returning to the Workforce 1:30p</i></p>
<p><b>11</b></p> <p>Salary Negotiations 10a (MP1)</p> <p><i>*Managing Stress of UC 1p</i></p> <p>Overcoming the Age Barrier 1:30p (MP1)</p>	<p><b>12</b></p> <p>Orientation &amp; Training Info 10a (MP1)</p> <p>Ace the Interview 1:30p (MP1)</p>	<p><b>13</b></p> <p><i>Legal Clinics @ United Way</i> 9a – 12p Call 610-429-9400 x-4115</p> <p>Goal Setting Workshop 10a (MP1)</p> <p>Boosting Your Job Search with O*NET 1:30p (MP1)</p>	<p><b>14</b></p> <p>Value of Volunteering 10a (MP1)</p> <p>Orientation &amp; Training Info 1:30p (MP1)</p>	<p><b>15</b></p> <p><i>*Microsoft Excel 1 9:30a</i></p> <p><i>*LinkedIn Advanced 11:30a</i></p> <p><i>*Microsoft Excel 3 1:30p</i></p>
<p><b>18</b></p> <p><i>*Leveraging AI for Job Search Success 9:30a</i></p> <p><i>*Working &amp; Interview Remotely 12p</i></p> <p><i>*How to Use Recruiters 2p</i></p>	<p><b>19</b></p> <p>Orientation &amp; Training Info 10a (MP1)</p> <p>Resume Writing &amp; Job Search 10a (MP2)</p> <p>Crafting a Marketable Resume 1:30p (MP1)</p>	<p><b>20</b></p> <p>Navigating the PA CareerLink Website 1:30pm (MP1)</p>	<p><b>21</b></p> <p>Orientation &amp; Training Info 10a (MP1)</p> <p><i>Multi-Employer Hiring Event</i> 12:30p to 3p</p>	<p><b>22</b></p> <p>QuickBooks 1 9:30 (MP2)</p> <p>Microsoft PowerPoint 11:30a (MP2)</p> <p>Microsoft Word 1 1:30p (MP2)</p>
<p><b>25</b></p> <p>Writing an Effective Cover Letter 10a (MP1)</p> <p><i>*Managing Stress of UC 1p</i></p> <p><i>*LinkedIn 101 6p</i></p>	<p><b>26</b></p> <p>Orientation &amp; Training Info 10a (MP1)</p> <p>Workplace Etiquette &amp; Conflict Resolution 1:30p (MP1)</p>	<p><b>27</b></p> <p>Job Search Strategies in a Modern World 10a (MP1)</p> <p>Career Coaching 1:30p (MP1)</p>	<p><b>28</b></p> <p>Orientation &amp; Training Info 1:30p (MP1)</p>	<p><b>29</b></p> <p><i>*Microsoft Excel 5 9:30a</i></p> <p><i>*Adobe PDF 11:30a</i></p> <p><i>*Microsoft Excel 4 1:30p</i></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](http://www.tinyurl.com/paclchesco)

Once logged on, 'Search Events' and click on individual events to register. If you need assistance, contact 610-280-1031.

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

**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. Full a full description of these workshops, download the flyer at this link: <https://tinyurl.com/yxh2h668>

**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.

**Writing an Effective Cover Letter** – You will learn how to define the purpose of a cover letter and understand how employers use them in the hiring process. Identify cover letter best practices, understand the components of a cover letter and common errors to avoid.

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

**Salary Negotiations** – Are you currently interviewing and/or expecting a job offer? Learn tips and strategies to help you negotiate your salary and benefits package.

**Workplace Etiquette & Conflict Resolution** – The workplace is constantly evolving – Learn how to keep up, know what to do and when to do it! Learn strategies for managing conflict when presented with a difficult situation.

**Panel Interviews** – Learn how to define and describe the characteristics of panel interviewing and understand best practices and strategies for interviewing in a panel interview environment.

**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 in a Virtual World** – Discover hidden job markets and job searching strategies while honing application skills. Identify best practices for searching for jobs online and the evolution of the job search process. List and describe common job search websites and compare their benefits and drawbacks.

**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 101 – Expand Your Network & Enhance Your Job Search** – Already have a LinkedIn profile? Let's update it and make it stand out. Learn how to expand your professional network and increase your chances of landing the job you want.

**Managing the Stress of Unemployment** - 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.

For program funding details in compliance with the Stevens Amendment, please visit: <https://www.chesco.org/159/Workforce-Development>

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Oaklands Corporate Center | 479 Thomas Jones Way, Suite 500 | Exton, PA 19341 | P: 610-280-1010 | web: [www.pacareerlinkchesco.org](http://www.pacareerlinkchesco.org) | e-mail: [pacareerlink@chesco.org](mailto:pacareerlink@chesco.org)