



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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Maximizing Your Job Search Potential 10am (MP1)</p> <p>Successful Networking 1:30pm (MP1)</p>	<p>2</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Salary Negotiations 1:30pm (MP1)</p>	<p>3</p> <p>LinkedIn 101 10am (MP1)</p> <p>Discover Your Skills and Finding Your Fit 1:30pm (MP1)</p>	<p>4</p> <p>Utilizing AI In Your Job Search 10am (MP1)</p> <p>Orientation & Training Info 1:30pm (MP1)</p> <p>How to Recognize AI Scams & Fraud 1:30pm</p>	<p>5</p> <p>*Cover Letters & Correspondence 9:30am</p> <p>*Branding & Elevator Speeches 11:30am</p> <p>*Returning to the Workforce 1:30pm</p>
<p>8</p> <p>Ace the Interview 10am (MP1)</p> <p>Navigating the Remote Work Revolution 1:30pm (MP1)</p>	<p>9</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Mock Interviews with YMCA 11am (MP2)</p> <p>Boosting Your Job Search with O*Net 1:30pm (MP1)</p> <p>*Stay Safe While Using Wi-Fi 6pm</p>	<p>10</p> <p>Legal Clinic @United Way 9a to 12p Call 610-429-9400 x-4115</p> <p>Panel Interviews 10am (MP1)</p> <p>Filing for Unemployment Compensation 10am (MP2)</p> <p>How to Avoid Procrastination 1:30pm (MP1)</p> <p>*Understanding Virtual Private Networks 1:30pm</p>	<p>11</p> <p>Finding Employment with a Criminal Background 10am (MP1)</p> <p>Orientation & Training Info 1:30pm (MP1)</p>	<p>12</p> <p>*Leveraging AI for Job Search Success 9:30am</p> <p>*Unshakeable Confidence 12pm</p> <p>*Professionalism & Workplace Etiquette 2pm</p>
<p>15</p> <p>Crafting a Marketable Resume 10am (MP1)</p> <p>What is SkillUP PA? 1:30pm (MP1)</p>	<p>16</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Resume Writing & Job Search 10am Hybrid (MP2)</p> <p>Overcoming the Age Barrier 1:30pm (MP1)</p>	<p>17</p> <p>Writing an Effective Cover Letter 10:30am (MP1)</p> <p>Career Coaching 1:30pm (MP1)</p>	<p>18</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Multi-Employer Hiring Event 12:30pm to 3pm</p>	<p>19</p> <p>OFFICE CLOSED for the Observance of JUNETEENTH</p>
<p>22</p> <p>Business Communication 10am (MP1)</p> <p>Value of Volunteering 1:30pm (MP1)</p>	<p>23</p> <p>Orientation & Training Info 10am (MP1)</p>	<p>24</p> <p>Microsoft Excel 1 9:30am (MP2)</p> <p>Adobe PDF 11:30am (MP2)</p> <p>Microsoft Excel 4 1:30pm (MP2)</p> <p>*Account Recovery 1:30pm</p>	<p>25</p> <p>Orientation & Training Info 1:30pm (MP1)</p>	<p>26</p> <p>Microsoft Outlook 9:30am (MP2)</p> <p>Microsoft Word 1 11:30am (MP2)</p> <p>Microsoft Power Point1 1:30pm (MP2)</p>
<p>29</p> <p>*Microsoft Excel 3 9:30am</p> <p>Mock Interviews with YMCA 11am (MP2)</p> <p>*Microsoft Excel 5 11:30am</p> <p>*Management Level Interviewing Tips 1:30pm</p>	<p>30</p> <p>Orientation & Training Info 10am (MP1)</p>	<p><u>New Digital Intake Form</u> - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.</p> <ul style="list-style-type: none"> Workshops listed in Blue Font are offered Virtually only. Workshops listed in Black Font are offered In-Person or via a hybrid format (In-Person and/or Virtual). 		

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.

For a FULL LIST of Workshop Descriptions – Log onto your PA CareerLink Account and Search the Calendar at: 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.

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

A proud partner of the  American Job Center network

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

"IMPORTANT! Our monthly events calendar contains information regarding upcoming workshops and times. If you need this information in another language, please contact PA CareerLink® Chester County at (610) 280-1010 or TTY:(610) 280-1014.

ALL PA CareerLink visitors must complete the Digital Intake Form for every visit to our office – To complete the intake form, visitors must have an established Keystone ID and Password. If you need assistance – see the Receptionist at the Front Desk!

Workshops listed in Blue Font are offered Virtually only.

**Workshops listed in Black Font are offered In-Person or via a hybrid format (In-Person and/or Virtually).
Sign on to your PA CareerLink® account at www.pacareerlink.pa.gov to register for any of our workshops!**

New Digital Intake Form - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.

- *Workshops listed in Blue Font are offered Virtually only.
Workshops listed in Black Font are offered In-Person or via a hybrid format (In-Person and/or*