



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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Maximizing Your Job Search Potential 10 am (MP1)</p> <p>Successful Networking 1:30 pm (MP1)</p>	<p>3</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Salary Negotiations 1:30pm (MP1)</p>	<p>4</p> <p>LinkedIn 101 10am (MP1)</p> <p>Discover Your Skills and Find Your Fit 1:30pm (MP1)</p>	<p>5</p> <p>Using AI In Your Job Search 10am (MP1)</p> <p>Orientation & Training Info 1:30pm (MP1)</p>	<p>6</p> <p>Leveraging AI for Job Search Success 9:30am (MP2)</p> <p>Working and Interviewing Remotely 12pm (MP2)</p> <p>Accomplishment Stories 2pm (MP2)</p>
<p>9</p> <p>Boosting Your Job Search with O*NET 10am (MP1)</p> <p><i>*Managing the Stress of Unemployment 1pm</i></p> <p>Navigating the Remote Work Revolution 1:30pm (MP1)</p> <p><i>*The Value of Volunteering 6pm</i></p>	<p>10</p> <p>Orientation & Training Info 10am (MP1)</p> <p><i>*Introduction to Financial Navigation 11am</i></p> <p>Ace the Interview 1:30pm (MP1)</p> <p><i>*Virtual Tech Talk 6pm</i></p>	<p>11</p> <p>Legal Aid Clinic @ United Way 9am – noon (appointment required)</p> <p>Panel Interview 10am (MP1)</p> <p>How to Avoid Procrastination 1:30pm (MP1)</p> <p><i>*Mastering AI Prompts for Enhanced Productivity 1:30pm</i></p>	<p>12</p> <p>Finding Employment with a Criminal Background 10am (MP1)</p> <p>Orientation & Training Info 1:30pm (MP1)</p>	<p>13</p> <p><i>* Changing Careers and Transferable Skills 9:30am</i></p> <p><i>*Job Search Applications & Keyword Tips 11:30am</i></p> <p><i>*How to Use Recruiters 1:30pm</i></p>
<p>16</p> <p>Crafting a Marketable Resume 1:30pm (MP1)</p>	<p>17</p> <p>Orientation & Training Info 10am (MP1)</p> <p>Overcoming the Age Barrier 1:30pm (MP1)</p> <p>Resume Writing and Job Search Workshop 10am (MP2) (Hybrid)</p>	<p>18</p> <p>Writing an Effective Cover Letter 10:30am (MP1)</p> <p>Career Coaching Workshop 1:30pm (MP1)</p> <p><i>*Passwords, Management & MFA 1:30pm</i></p>	<p>19</p> <p>Orientation & Training Info 10am (MP1)</p> <p><i>Multi-Employer Job Fair @West Chester Community Center 2:00pm – 4:00pm</i></p>	<p>20</p> <p><i>* Microsoft Excel 1 9:30am</i></p> <p><i>* How to Use Zoom 11:30am</i></p> <p><i>* Microsoft Excel 2 1:30pm</i></p>
<p>23</p> <p>Business Communication 10am (MP1)</p> <p>Skill UP 1:30pm (MP1)</p> <p><i>*Managing the Stress of Unemployment 1 pm</i></p>	<p>24</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Using AI In Your Job Search 1:30pm (MP1)</p> <p><i>* What are Apps? 1:30 pm</i></p>	<p>25</p> <p>Microsoft Excel 3 9:30am (MP2)</p> <p>Microsoft Excel 4 11:30am (MP2)</p> <p>Management Level Interviewing Tips 1:30pm (MP2)</p>	<p>26</p> <p>Orientation & Training Info 1:30pm (MP1)</p>	<p>27</p> <p><i>* Microsoft Windows 11 9:30am</i></p> <p><i>* Microsoft Outlook 11:30am</i></p> <p><i>*Microsoft Word 1 2pm</i></p>
<p>30</p>	<p>31</p> <p>Orientation & Training Info 10a (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). <p>**In the event of inclement weather, all workshops will be offered Virtually</p>		

WORKSHOP DESCRIPTIONS

Register for any of these workshops by 'logging in' to your PA CareerLink® account with your Keystone ID/Password at www.tinyurl.com/paclchesco
For a FULL LIST of Workshop Descriptions – Log into 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>

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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!

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