




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>New Digital Intake Form - All PA CareerLink visitors must complete the Digital Intake Form for every visit to our office.</i></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>1</p> <p>*Working & Interviewing Remotely 9:30am</p> <p>*Accomplishment Stories 11:30am</p> <p>*Changing Careers & Transferable Skills 1:30pm</p>
<p>4</p> <p>Maximizing Your Job Search Potential 10am (MP1)</p> <p>Successful Networking 1:30pm (MP1)</p>	<p>5</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Salary Negotiations 1:30pm (MP1)</p> <p>*Guide to Email Best Practices 1:30pm</p>	<p>6</p> <p><i>KENCREST Hiring Event 10am</i></p> <p>Discover Your Skills & Finding Your Fit 1:30pm (MP1)</p>	<p>7</p> <p>Utilizing AI in Your Job Search 10am (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p>	<p>8</p> <p>*Microsoft Excel 1 9:30am</p> <p>*How to Use Zoom 11:30am</p> <p>*Microsoft Excel 2 1:30pm</p>
<p>11</p> <p>Boosting Your Job Search with O*Net 10am (MP1)</p> <p>Navigating the Remote Work Revolution 1:30pm (MP1)</p>	<p>12</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Ace the Interview 1:30pm (MP1)</p> <p>*Introduction to Financial Navigation 11am</p> <p>*Virtual Tech Talk - Passwords 6pm</p>	<p>13</p> <p><i>Legal Clinics @ United Way 9am Call 610-429-9400 x-4115</i></p> <p>Panel Interview 10am (MP1)</p> <p>How to Avoid Procrastination 1:30pm (MP1)</p>	<p>14</p> <p>Finding Employment with a Criminal Background 10a (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p> <p>*What is AI & Using it for Your Job Search 1:30pm</p>	<p>15</p> <p>Leveraging AI for Job Search Success 9:30am (MP2)</p> <p>Job Search Applications & Keyword Tips 12:00pm (MP2)</p> <p>How to Use Recruiters 2:00pm (MP2)</p>
<p>18</p> <p>What is SkillUP 1:30pm (MP1)</p> <p>*Value of Volunteering 6pm</p>	<p>19</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Resume Writing and Job Search Hybrid 10am (MP2)</p> <p>Overcoming the Age Barrier 1:30pm (MP1)</p>	<p>20</p> <p>Writing an Effective Cover Letter 10am (MP1)</p> <p><i>KENCREST Hiring Event 10am</i></p> <p>Career Coaching 1:30pm (MP1)</p> <p>*How to Recognize Digital Job Fraud & Scams 1:30pm</p>	<p>21</p> <p><i>Multi-Employer Hiring Event 12:30p – 3pm (MP1&2)</i></p> <p>Orientation & Training Info 10am (MP1)</p>	<p>22</p>
<p>25</p> <p>OFFICE CLOSED for the Observance of MEMORIAL DAY</p> 	<p>26</p> <p>Orientation & Training Info 10a (MP1)</p> <p>Business Communications 1:30pm (MP1)</p>	<p>27</p> <p>Microsoft Excel 3 9:30am (MP2)</p> <p>Panel Interviews 10:30a (MP1)</p> <p>Microsoft Excel 5 11:30am (MP2)</p> <p>Management Level Interviewing Tips 1:30pm (MP2)</p> <p>LinkedIn 101 1:30pm (MP1)</p>	<p>28</p> <p>Crafting a Marketable Resume 10am (MP1)</p> <p>Orientation & Training Info 1:30p (MP1)</p>	<p>29</p> <p>*QuickBooks 1 9:30am</p> <p>*Microsoft Word 1 11:30am</p> <p>*Microsoft Windows 11 1:30pm</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
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.

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

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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