



Monday	Tuesday	Wednesday	Thursday	Friday
3 Overcoming the Age Barrier 10 am (MP1) <i>*Navigating the Digital World: Protecting Yourself Online 1:30pm</i>	4 Orientation & Training Info 10a (MP1)	5 Skill Up PA 10a (MP1) Workplace Etiquette & Conflict Resolution 1:30pm (MP1)	6 Orientation & Training Info 1:30pm (MP1) <i>*What is Cloud Storage 1:30p</i>	7 <i>*Changing Careers & Transferable Skills 9:30a</i> <i>*Job Search App & Keyword Tips 11:30a</i> <i>*How to Use Recruiters 1:30p</i>
10 Career Coaching Workshop 10am (MP1) <i>*Managing the Stress of UC 1:00p</i> Job Search Strategies in a Modern World 1:30pm (MP1)	11 OFFICE CLOSED For Observance of VETERANS DAY 	12 Legal Clinic @United Way 9-12p Call 610-429-9400 X4115 Writing An Effective Cover Letter 10a (MP1) Discover Your Skills & Find Your Fit 1:30pm (MP1) <i>*Guide to Email Best Practices 1:00p</i>	13 Finding Employment with a Criminal Background 10am (MP1) Orientation & Training Info 10a (MP1)	14 Leveraging AI for Job Search 9:30a (MP2) Working and Interviewing Remotely 12:00p (MP2) Accomplishment Stories 2:00p (MP2)
17 Crafting a Marketable Resume 10:30am (MP1) <i>*LinkedIn 101 6pm</i>	18 Orientation & Training Info 10a (MP1) Resume Writing & Job Search 10a (MP2) Successful Networking 1:30pm (MP1) <i>*What is AI & Using it for Your Job Search 1:30p</i>	19 Boosting Your Job Search with O*Net 10:30am (MP1)	20 Orientation & Training Info 10:00a (MP1) Multi-Employer Hiring Event 12:30p – 3p (MP1&2)	21 <i>*Microsoft Excel 1 9:30am</i> <i>*How to Use Zoom 11:30am</i> <i>*Microsoft Excel 2 1:30 pm</i>
24 Microsoft Excel 3 9:30a (MP2) Microsoft Excel 4 11:30a (MP2) Adobe PDF 1:30pm (MP2) <i>*Managing the Stress of UC 1:00p</i>	25 Orientation & Training Info 10a (MP1)	26 <i>*Microsoft Access 2 9:30a</i> Panel Interviews 10am (MP1) <i>*Microsoft Windows 11 11:30a</i> <i>*Microsoft Outlook 1:30pm</i>	27 OFFICE CLOSED For Observance of THANKSGIVING DAY 	28 OFFICE CLOSED For Observance of Day After Thanksgiving

Welcome to PA CareerLink® Chester County!

Workshops listed in Blue Font are offered Virtually only.

Workshops listed in Black Font are offered via a hybrid format, either In-Person and Virtually.

Sign on to your PA CareerLink® account at www.pacareerlink.pa.gov to register for any of our workshops!

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.

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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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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