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2

**Virtual Events**

Digital Scams, Don't be a Victim  
10:00a – 11:00a

Veterans' Virtual Job Club  
10:00a – 11:00a

**In-Person Events**

Tips for Job Seekers Over 50  
(Williamsport)  
9:30a – 11:00a

Learn to Use the Computer:  
Computer Basics  
(Williamsport)  
1:00p – 2:30p

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**Virtual Events**

Cover Letters that Get Results  
1:00p – 2:00p

**In-Person Events**

Intro to Microsoft Word  
(Sunbury)  
10:00a – 11:30a

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**Virtual Events**

Internet Basics Pt. 1:  
Tech & Terms  
10:00a – 11:00a

**In-Person Events**

Making it Work on a Budget  
(Williamsport)  
9:30a – 11:00a

Foundation Framework:  
Skills to Get a Job  
(Williamsport)  
1:00p – 2:00p

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**Virtual Events**

Life After Job Loss: I Lost My  
Job, Now What?  
1:00p – 2:00p

Developing a Résumé  
1:30p – 2:30p

**In-Person Events**

Intro to Microsoft Word  
(Lewistown)  
10:00a – 12:00p

Windows 10  
(Lewistown)  
1:00p – 3:00p

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**Virtual Events**

Essential Techniques to Boost  
Your Communication Skills  
1:00p – 2:00p

Tips for Dealing with Difficult  
Coworkers  
11:00a – 12:00p

**In-Person Events**

One-on-One Help  
By Appointment Only  
(Sunbury)  
2:00p – 4:00p

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**Virtual Events**

Google Pt. 1: More  
than a Browser:  
10:00a – 11:00a

Veterans' Virtual  
Job Club  
10:00a – 11:00a

**In-Person Events**

Time Management  
(Williamsport)  
9:30a – 11:00a

Learn to Use the Computer:  
Internet Basics  
(Williamsport)  
1:00p – 2:30p

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**Virtual Events**

Seven Habits of Highly  
Effective People  
11:00a – 12:00p

The Big Interview  
1:00p – 2:00p

**In-Person Events**

Navigating PA  
CareerLink® Online  
(Sunbury)  
10:00a – 11:30a

PA CareerLink® Online:  
Career Resources Overview  
(Sunbury)  
1:30p – 3:00p

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**Virtual Events**

Intro to Microsoft 365:  
What is it?  
10:30a – 11:30a

**In-Person Events**

Intro to Microsoft Word  
(Williamsport)  
9:30a – 11:00a

Résumé Writing  
(Williamsport)  
1:00p – 2:30p

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**Virtual Events**

Landing a Job with  
a Criminal Background  
9:30a – 10:30a

Windows 10  
1:00p – 2:00p

**In-Person Events**

Intro to Microsoft PowerPoint  
(Lewistown)  
10:00a – 12:00p

One-on-One Technology, Job  
Search and Resume Help  
(Lewistown)  
1:00p – 2:00p

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**Virtual Events**

Application Tips / Online  
Applications  
9:30a – 10:30a

Ace the Interview  
11:00a – 12:00p

**In-Person Events**

One-on-One Help  
By Appointment Only  
(Sunbury)  
10:00a – 4:00p

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**Virtual Events**

Tips for Job Seekers Over 50  
10:00a – 11:00a

Veterans' Virtual Job Club  
10:00a – 11:00a

**In-Person Events**

Interview with Confidence  
(Williamsport)  
9:30a – 11:00a

Learn to Use the Computer:  
Digital Communication Basics  
(Williamsport)  
1:00p – 2:30p

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**Virtual Events**

Online Tips for Starting  
a Small Business  
11:00a – 12:00p

**In-Person Events**

Intro to Microsoft PowerPoint  
(Sunbury)  
10:00a – 11:30a

Intro to Microsoft Excel  
(Sunbury)  
1:30p – 3:00p

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**Virtual Events**

Google Pt. 2: Using  
Apps for Job Search  
10:00a – 11:00a

**In-Person Event**

Landing a Job with  
A Criminal Background  
(Williamsport)  
9:30a – 10:30a

Intro to Microsoft Excel  
(Williamsport)  
1:00p – 2:30p

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**Virtual Events**

Dos and Don'ts for Successful  
Virtual and Phone Interviews  
1:00p – 2:00p

Internet Basics Pt. 2:  
Security & Privacy  
2:00p – 3:00p

**In-Person Events**

Three Steps to Starting a Career  
(Lewistown)  
10:00a – 11:00a

Intro to Microsoft Excel  
(Lewistown)  
1:00p – 2:30p

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**Virtual Events**

Use Transferable Skills to Get  
Your Next Job  
9:30a – 10:30a

What Employers Want  
11:00a – 12:00p

**In-Person Events**

One-on-One Help  
By Appointment Only  
(Sunbury)  
10:00a – 4:00p

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**23**

**Virtual Events**

Working from Home,  
Best Practices  
10:00a – 11:00a

Veterans' Virtual Job Club  
10:00a – 11:00a

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**Virtual Events**

Budgeting and Saving  
11:00a – 12:00p

**In-Person Events**

Interview with Confidence  
(Sunbury)  
10:00a – 11:30a

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**Virtual Events**

Google Pt. 3: Using  
Google Drive  
10:00a – 11:00a

**26**

**Virtual Events**

Stress Management  
9:30a – 10:30a

PHEAA: Financial Aid for  
Education  
1:00p – 2:00p

Internet Basics Pt.3:  
Your Access & Control  
2:00p – 3:00p

**In-Person Events**

Working with Google Drive  
(Lewistown)  
10:00a – 12:00p

One-on-One Technology, Job  
Search and Resume Help  
(Lewistown)  
1:00p – 2:00p

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**Virtual Events**

Create a LinkedIn Account that  
Stands Out  
1:00p – 2:00p

**In-Person Events**

One-on-One Help  
By Appointment Only  
(Sunbury)  
10:00a – 4:00p

**30**

**Office Closed:  
Memorial Day**

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**Virtual Events**

Résumé Writing  
11:00a – 12:00p

Setting Goals that Motive You  
1:00p – 2:00p

**Veterans' Virtual Job  
Club**  
Mondays  
10:00a – 11:00a

**A4TD Information  
Session 4th**  
Wednesday of the  
month  
9:00a – 10:00a

**Job Corps  
Information  
Sessions (Virtual)**  
Tuesdays and  
Thursdays  
6:00p – 7:00p  
Wednesdays  
3:00p – 4:00p

Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/ Program