

# January 2023 – REMOTE WORKSHOPS & EVENTS

MON	TUE	WED	THU	FRI
<b>2</b> <b>Office Closed:</b> <b>New Year's Day Observed</b>	<b>3</b> Email Boot Camp 9:30a – 10:30a Time Management 1:00p – 2:00p	<b>4</b> Internet Basics Pt. 1: Tech and Terms 1:30p – 2:30p Job Corps Virtual Tour 3:00p – 4:00p	<b>5</b> Google Pt. 1: More than a Web Browser 10:00a – 11:00a Freelancing in a Gig Economy 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>6</b> Landing a Job with a Criminal Background 9:30a – 10:30a Seven Habits of Highly Effective People 1:00p – 2:00p
<b>9</b> Tips for Job Seekers Over 50 10:00a – 11:00a Veterans' Virtual Job Club 10:00a – 11:00a	<b>10</b> Stress Management 9:30a – 10:30a Tips for Handling Change 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>11</b> Internet Basics Pt. 2: Security & Privacy 1:30p – 2:30p Job Corps Virtual Tour 3:00p – 4:00p	<b>12</b> Google Pt. 2: Using Apps for Job Search 10:00a – 11:00a Making it Work on a Budget 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>13</b> Foundation Framework: Skills Needed to Get Job 9:30a – 10:30a Dealing with Difficult Coworkers 1:00p – 2:00p
<b>16</b> <b>Office Closed:</b> <b>Martin Luther King Jr. Day</b>	<b>17</b> Resume Writing 11:00a – 12:00p Job Corps Information Session 6:00p – 7:00p	<b>18</b> Internet Basics Pt 3: Your Access & Control 1:30p – 2:30p Job Corps Virtual Tour 3:00p – 4:00p	<b>19</b> Dos and Don'ts for Successful Virtual Interviews 9:30a – 10:30a Google Pt. 3: Using Google Drive 1:30p – 2:30p Job Corps Information Session 6:00p – 7:00p	<b>20</b> Cover Letters That Get Results 9:30a – 10:30a Ace the Interview 1:00p – 2:00p
<b>23</b> Working from Home: Best Practices 10:00a – 11:00a	<b>24</b> Providing Great Customer Service 11:00a – 12:00p Create a LinkedIn Account that Stands Out 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>25</b> Internet Basics Pt 3: Your Access & Control 1:30p – 2:30p Job Corps Virtual Tour 3:00p – 4:00p	<b>26</b> A4TD Information Session 9:00a – 10:00a Digital Scams, Don't be a Victim 10:00a – 11:00a Application Tips / Online Applications 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>27</b> The Big Interview 9:30a – 10:30a Dos and Don'ts for your Internet Job Search 1:00p – 2:00p
<b>30</b> Veterans' Virtual Job Club 10:00a – 11:00a Introduction to Microsoft Office 365: What is It? 10:00a – 11:00a	<b>31</b> Online Tips for Starting a Small Business 11:00a – 12:00p SkillUp Pennsylvania: Intro to Metrix Learning 1:00p – 2:00p Job Corps Information Session 6:00p – 7:00p	<b>PA CareerLink<sup>®</sup> Northumberland/Snyder/Union                      Counties at Sunbury</b> <b>225 Market St., Third Floor, Sunbury, PA</b> <b>Hours: M, Tu, Th, F: 8:30-4:30; W: 9-4:30</b> <b>Ph: 570-988-7300 TTY: 570-286-8296</b>		