

# APRIL 2024

## REMOTE WORKSHOPS & EVENTS



| MON  | TUE  | WED   | THU  | FRI   |
|--|--|---|--|---|
| <p><b>1</b></p> <p>Veteran's Virtual Job Club<br/>10:00 – 11:00</p> <p>Dealing with Difficult Coworkers<br/>11:00 – 12:00</p> <p>Ace the Interview<br/>1:00 – 2:00</p>   | <p><b>2</b></p> <p>Resume Writing<br/>10:30 – 11:30</p> <p>Internet Basics Pt. 1: Tech &amp; Terms<br/>2:30 – 3:30</p>   | <p><b>3</b></p> <p>Learn the Computer Series: Digital Communications<br/>10:00 – 11:00</p>  | <p><b>4</b></p> <p>Working from Home: Best Practices<br/>10:30 – 11:30</p> <p>Microsoft Office 365: What is It?<br/>1:30 – 2:30</p> <p>Job Corps Information Session<br/>6:00 – 7:00</p> | <p><b>5</b></p> <p>Tips for Your Internet Job Search<br/>11:00 – 12:00</p>        |
| <p><b>8</b></p> <p>Veteran's Virtual Job Club<br/>10:00 – 11:00</p> <p>What Employers Want<br/>11:00 – 12:00</p> <p>Digital Scams: Don't Be a Victim<br/>1:00 – 2:00</p> | <p><b>9</b></p> <p>Use Transferable Skills to Land Your Next Job<br/>10:30 – 11:30</p> <p>Internet Basics Pt. 2: Security &amp; Privacy<br/>2:30 – 3:30</p>  | <p><b>10</b></p> <p>Google Pt. 1: More than a Web Browser<br/>10:00 – 11:00</p>   | <p><b>11</b></p> <p>Keys to a Great Cover Letter<br/>10:30 – 11:30</p> <p>Navigating PA CareerLink® Online<br/>1:30 – 2:30</p>   | <p><b>12</b></p> <p>Developing a Resume<br/>11:00 – 12:00</p>                     |
| <p><b>15</b></p> <p>Veteran's Virtual Job Club<br/>10:00 – 11:00</p> <p>Working with Google Drive<br/>1:00 – 2:00</p>  | <p><b>16</b></p> <p>Increase Your Likability in the Job Interview<br/>1:00 – 2:00</p> <p>Internet Basics Pt. 3: Your Access &amp; Control<br/>2:30 – 3:30</p> <p>Job Corps Information Session<br/>6:00 – 7:00</p> | <p><b>17</b></p> <p>Google Pt. 2: Using Online Apps for a Job Search<br/>10:00 – 11:00</p>  | <p><b>18</b></p> <p>Application Tips and Online Applications<br/>10:30 – 11:30</p> <p>Introduction to Mail Merge<br/>1:30 – 2:30</p>   | <p><b>19</b></p> <p>Seven Habits of Highly Effective People<br/>11:00 – 12:00</p> |
| <p><b>22</b></p> <p>Veteran's Virtual Job Club<br/>10:00 – 11:00</p> <p>Interview with Confidence<br/>11:00 – 12:00</p> <p>Windows 10<br/>1:00 – 2:00</p>                | <p><b>23</b></p> <p>Tips for Job Seekers Over 50<br/>2:30 – 3:30</p>   | <p><b>24</b></p> <p>A4TD Information Session (for ages 55+)<br/>9:00 – 10:00</p> <p>Google Pt. 3: Using Google Drive<br/>10:00 – 11:00</p>  | <p><b>25</b></p> <p>Navigating PA CareerLink® Online<br/>10:30 – 11:30</p> <p>Essential Techniques to Improve Your Communication Skills<br/>1:30 – 2:30</p>                              | <p><b>26</b></p> <p>Email Boot Camp<br/>2:00 – 3:00</p>                           |
| <p><b>29</b></p> <p>Veteran's Virtual Job Club<br/>10:00 – 11:00</p> <p>Budgeting and Saving<br/>11:00 – 12:00</p>   | <p><b>30</b></p> <p>Introduction to Computers<br/>10:30 – 11:30</p> <p>Learn the Computer Series: Digital Security<br/>2:30 – 3:30</p>   | <p>PA CareerLink® Northumberland/Snyder/Union Counties<br/>225 Market Street, 3rd Floor, Sunbury, PA 17801<br/>Hours: M, Tu, Th, F: 8:30 - 4:30; W: 9:00 - 4:30<br/>Phone: (570) 988-7300 / TTY: (570) 286-8293</p> |  |   |

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# APRIL 2024

## IN-PERSON WORKSHOPS & EVENTS



| MON  | TUE  | WED   | THU  | FRI   |
|--|--|---|--|---|
| <p><b>1</b></p> <p>Introduction to Microsoft Excel<br/>10:00 – 11:30</p> <p>JobCorps Information Session<br/>10:00 – 12:00</p> <p>Introduction to Microsoft Word<br/>1:30 – 3:00</p> | <p><b>2</b></p> <p>US Penitentiary, Lewisburg Recruitment Event<br/>9:00 – 12:00</p> <p>New Talent Tuesday Recruitment (multiple employers)<br/>10:00 – 1:00</p> | <p><b>3</b></p>   | <p><b>4</b></p>  | <p><b>5</b></p> <p>One-on-One Help (By Appointment Only)<br/>10:00 – 12:00 and 1:30 – 3:30</p>  |
| <p><b>8</b></p> <p>PA CareerLink® Online: Career Resource Overview<br/>1:30 – 3:00</p>   | <p><b>9</b></p>  | <p><b>10</b></p>  | <p><b>11</b></p>   | <p><b>12</b></p> <p>One-on-One Help (By Appointment Only)<br/>10:00 – 12:00 and 1:30 – 3:30</p> |
| <p><b>15</b></p> <p>Time Management<br/>1:30 – 3:00</p>  | <p><b>16</b></p> <p>UPMC Recruitment Event<br/>10:00 – 1:00</p> <p>Resume Review Event<br/>3:30 – 6:00</p>   | <p><b>17</b></p>  | <p><b>18</b></p> <p>PA CareerLink® Northumberland/Snyder/Union Spring Job Fair:<br/>Shikellamy High School<br/>3:00 – 5:00</p> | <p><b>19</b></p> <p>One-on-One Help (By Appointment Only)<br/>10:00 – 12:00 and 1:30 – 3:30</p> |
| <p><b>22</b></p> <p>Ace the Interview<br/>1:30 – 3:00</p>  | <p><b>23</b></p> <p>Resume Review Event: PA CareerLink® Columbia/Montour Counties<br/>1:30 – 4:00</p>  | <p><b>24</b></p>  | <p><b>25</b></p> <p>PA CareerLink® Columbia/Montour Spring Job Fair:<br/>Bloomsburg Fairgrounds<br/>10:00 – 2:00</p>           | <p><b>6</b></p> <p>One-on-One Help (By Appointment Only)<br/>10:00 – 12:00 and 1:30 – 3:30</p>  |
| <p><b>29</b></p> <p>Résumé Writing<br/>1:30 – 3:00</p>   | <p><b>30</b></p>   | <p>PA CareerLink® Northumberland/Snyder/Union Counties<br/>225 Market Street, 3rd Floor, Sunbury, PA 17801<br/>Hours: M, Tu, Th, F: 8:30 - 4:30; W: 9:00 - 4:30<br/>Phone: (570) 988-7300 / TTY: (570) 286-8293</p> |  |   |

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## Manage Your Job Search workshop descriptions

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|--|--|
| Ace the Interview                                | Learn the best way to present yourself on paper and in person. What are employers looking for? How do you fit that role?   |
| Application Tips and Online Applications         | A major portion of your job hunting will be applying for jobs online. Learn what to expect, how to streamline the process and what to look out for.                        |
| Career Planning Seminar                          | Learn how to promote your foundation skills to gain employment.  |
| Keys to a Great Cover Letter                     | Learn how and why to use a cover letter and the basics of creating an effective one.   |
| Navigating PA CareerLink® Online                 | Learn about the many features of the state's PA CareerLink® website including creating and uploading résumés, searching, and applying for jobs, interview skills and more. |
| PA CareerLink® Online: Career Resources Overview | Learn about the many resources available through the state's PA CareerLink® website.   |
| Resume Writing                                   | Create the best resume that will impress any employer. And a nice cover letter can also go a long way.   |
| The Big Interview                                | Learn about this PA CareerLink® tool and how to use the expert video lessons and practice interview tools to help you ace an interview.                                    |
| Use Transferable Skills to Land Your Next Job    | Discover the skills and abilities you already have that can carry over from one job to another, and one career to another.   |

## Increase Your Computer Skills workshop descriptions

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| Google Pt. 1: More than a Web Browser        | Google offers more than a search tool – learn about the other useful and free online Google apps.   |
| Google Pt. 2: Using apps for Job Search      | Google is much more than a Web Browser. In part 2 of this 3-part workshop, you will learn how you can integrate Google apps to provide a complete online office for managing your job searches. |
| Google Pt. 3: Using Google Drive             | Part 3 of this 3-part workshop will demonstrate Google Drive, the online storage in the cloud. Find out how it operates and how you can make it sync to your devices for automatic backups.     |
| Internet Basics Pt. 1: Tech & Terms          | In part 1 of this series, you will learn the basics of the Internet such as: how it works, how to connect to it, and how you can improve it in your home. Basic terminology will be reviewed.   |
| Internet Basics Pt. 2: Security and Privacy  | In part 2 of this series, you will learn what anti-virus applications do and what privacy web apps, like VPN connections and the TOR browser.   |
| Internet Basics Pt. 3: Your Access & Control | In part 3 of this 3-part workshop, we will answer questions such as: How does Net Neutrality and Prop 230 govern the Internet, and should it?   |
| Introduction to Computers                    | Learn the basics of how to use a computer, including the keyboard special keys as well as the desktop and windows functions.  |
| Introduction to Mail Merge                   | Learn to use this Microsoft Word feature to create batch documents for bulk emails, letters, flyers and envelopes.  |
| Introduction to Microsoft Excel              | See Microsoft Excel, one of the Microsoft Office apps, demonstrated and learn basic ways you can use it at work and at home.  |
| Introduction to Microsoft 365: What is it?   | Learn about Microsoft 365, a free, online version of Microsoft Office apps such as Word and Excel, what it offers, and how to access it.  |
| Introduction to Microsoft PowerPoint         | Demonstrates one of the Office apps, Microsoft PowerPoint. You will see basic ways this application can make dynamic presentations and slide shows.   |
| Introduction to Microsoft Word               | Learn to use the most common features in Word to create documents such as a résumé or cover letter.   |

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|   |   |
|---|---|
| Learn to Use the Computer Series          | <p><b>Computer Basics:</b> Learn about basic computer operations, common software applications, operating systems, and more.</p> <p><b>Internet Basics:</b> Connecting to the Internet, the World Wide Web, browser basics, and professional use.</p> <p><b>Digital Communications:</b> The basics of email, video conferencing, instant messaging, and social media.</p> <p><b>Digital Security:</b> Security policies and procedures, passwords, spam, and phishing, as well as Virtual Private Networks (VPN).</p> |
| Online Tips for Starting a Small Business | Get tips and ideas for creating a small business. Includes selling on Ebay, creating a web page and details about making sure your business is in line with state requirements.   |
| Windows 10                                | Learn to use the desktop and Windows 10 operating system.   |
| Working with Google Drive                 | Google Drive includes a broad set of tools to help you manage your documents, calendar, and meetings. Learn more about Google Drive.  |

### **Boost Your Well-Being and Workplace Skills workshop descriptions**

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|---|--|
| Create a LinkedIn Account that Stands Out               | Step-by-step instructions to create a professional LinkedIn account.   |
| Digital Scams: Don't be a Victim                        | Learn to spot fraudulent emails, websites, and how to protect yourself.  |
| Essential Techniques to Boost Your Communication Skills | Improve your communication skills by learning how to successfully use non-verbal communications, listening skills and straight talk in the workplace.  |
| Foundation Framework: Skills to Get a Job               | Learn how to promote your foundation skills to gain employment.  |
| Landing a Job with A Criminal Background                | Is your criminal background keeping you from getting a job? Learn the tools you need to be successful in the job market.   |
| Life after Job Loss                                     | Now more than ever, losing a job presents major dilemmas. Learn solutions for the personal and financial impact, and solutions to overcome the obstacles in finding a new job.   |
| Seven Habits of Highly Effective People                 | Based on the book by Stephen Covey, this workshop will highlight some of the main points and help you meet your success goals.   |
| Time Management   | Learn techniques to live a healthier life by managing your time.   |
| Working from Home: Best Practices                       | Do you need to have a better setup for creating or maintaining a work-from-home space? What should you consider for optimum efficiency, productivity, and online connections? In this workshop, you will be introduced to ideas you should consider for a lengthy stay-at-home work environment. |

### **Special Interests workshop descriptions**

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| Budgeting and Saving                           | Discover ways budgeting apps and other methods to take control of your spending and save for the future.   |
| Job Corps Information Session                  | Interested in completing your high school education or taking the steps towards a new and exciting career? Learn all about what Job Corps can offer you! We are a FREE residential vocational school for individuals 16-24 that provides hands-on job training and education services to assist you towards your goals of success. |
| Job Seeker Support Session                     | This is a safe sharing space for participants to discuss their struggles and also to share resources and ideas to support each other through the job-seeking process.  |
| One-on-One Help:<br><i>By Appointment Only</i> | Reserve your time to come in and receive one-on-one help with your résumé, a mock interview, computer and Internet use, programs, Excel, etc.  |
| Tips for Job Seekers Over 50                   | Learn effective ways to become more competitive in the job market so potential employers only see you for your skills.   |
| Veterans' Virtual Job Club                     | Assistance for veterans seeking employment through networking and job search.  |