

JUNE 2024

REMOTE WORKSHOPS & EVENTS



MON	TUE	WED	THU	FRI
3 Veteran's Virtual Job Club 10:00 – 11:00 Windows 10 1:00 – 2:00	4	5 Resume Writing 10:30 – 11:30	6 Ace the Interview 10:30 – 11:30 Job Corps Information Session 6:00 – 7:00	7
10 Veteran's Virtual Job Club 10:00 – 11:00 Working from Home: Best Practices 1:00 – 2:00	11 Google Pt. 1: More than a Browser 10:00 – 11:00 Dealing with Difficult Coworkers 1:00 – 2:00	12 Digital Scams: Don't Be a Victim 10:30 – 11:30 Internet Basics Pt. 1: Tech & Terms 2:30 – 3:30	13 Use Transferable Skills to Land Your Next Job 10:30 – 11:30 Introduction to Mail Merge 1:00 – 2:00	14 Essential Techniques to Improve Your Communication Skills 10:30 – 11:30 Seven Habits of Highly Effective People 11:00 – 12:00
17 Veteran's Virtual Job Club 10:00 – 11:00 Surviving Job Loss 11:00 – 12:00 Keys to a Great Cover Letter 1:00 – 2:00	18 Google Pt. 2: Using Online Apps for a Job Search 10:00 – 11:00 Developing a Resume 1:00 – 2:00 Job Corps Information Session 6:00 – 7:00	19 OFFICE CLOSED	20 Working with Google Drive 10:30 – 11:30 Internet Basics Pt. 2: Security & Privacy 1:00 – 2:00	21 Interview with Confidence 11:00 – 12:00 Learn to Use the Computer Series: Digital Security 2:00 – 3:00
24 Veteran's Virtual Job Club 10:00 – 11:00 Navigating PA CareerLink® Online 1:00 – 2:00	25 Google Pt. 3: Using Google Drive 10:00 – 11:00 Increase Your Likability Factor in the Job Interview 1:00 – 2:00	26 A4TD Information Session (for ages 55+) 9:00 – 10:00 Introduction to Computers 10:30 – 11:30 Microsoft Office 365: What is It? 2:30 – 3:30	27 Internet Basics Pt. 3: Your Access & Control 1:00 – 2:00	28 Tips for Job Seekers Over 50 1:00 – 2:00

PA CareerLink® Northumberland/Snyder/Union Counties
225 Market Street, 3rd Floor, Sunbury, PA 17801
Hours: M, Tu, Th, F: 8:30 - 4:30; W: 9:00 - 4:30
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