

# OCT2024

## REMOTE WORKSHOPS & EVENTS



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**1**

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

**2**

Use Transferable Skills to Land Your Next Job  
10:30 – 11:30

**3**

Learn to Use the Computer Series: Digital Security  
1:00 – 2:00

**4**

Job Fair Prep Workshop  
11:00 – 12:00

Internet Basics Pt. 1: Tech & Terms  
2:30 – 3:30

Job Corps Information Session  
6:00 – 7:00

**7**

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

Budgeting and Saving  
11:00 – 12:00

Windows 10  
1:00 – 2:00

**8**

**9**

Keys to a Great Cover Letter  
10:30 – 11:30

Internet Basics Pt. 2: Security & Privacy  
2:30 – 3:30

**10**

Resume Writing  
10:00 – 11:00

Learn to Use the Computer Series: Computer Basics  
1:00 – 2:00

**11**

What Employers Want  
11:00 – 12:00

**14**

OFFICE CLOSED

**15**

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

Developing a Resume  
11:00 – 12:00

Job Corps Information Session  
6:00 – 7:00

**16**

Navigating PA CareerLink® Online  
10:30 – 11:30

Internet Basics Pt. 3: Your Access & Control  
2:30 – 3:30

**17**

Learn the Computer Series: Digital Communications  
10:00 – 11:00

Learn to Use the Computer Series: Digital Security  
1:00 – 2:00

**18**

Interview with Confidence  
11:00 – 12:00

**21**

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

Dealing With Difficult Coworkers  
11:00 – 12:00

**22**

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

**23**

Resume Writing  
10:30 – 11:30

Microsoft Office 365: What is It?  
2:30 – 3:30

**24**

Introduction to Mail Merge  
10:00 – 11:00

Introduction to Microsoft Word  
1:00 – 2:00

**25**

Increase Your Likability in the Job Interview  
11:00 – 12:00

**28**

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

Keys to a Great Cover Letter  
1:00 – 2:00

**29**

Email and Online Security  
11:00 – 12:00

Essential Techniques to Improve Your Communication Skills  
10:00 – 11:00

**30**

A4TD Information Session  
9:00 – 10:00

Time Management  
2:30 – 3:30

**31**

Navigating PA CareerLink® Online  
10:00 – 11:00

Ace the Interview  
1:00 – 2:00

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