

DEC2024

REMOTE WORKSHOPS & EVENTS



MON

TUE

WED

THU

FRI

2

Developing a Resume
11:00 – 12:00

3

4

Keys to a Great
Cover Letter
9:30 – 10:30

5

Learn the Computer Series:
Digital Communications
1:00 – 2:00

Job Corps Information
Session
6:00 – 7:00

6

Online and Email Security
11:00 – 12:00

Google Pt. 1: More
than a Browser
1:30 – 2:30

9

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

Budgeting and Saving
11:00 – 12:00

Introduction to Computers
1:00 – 2:00

10

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

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

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Introduction to
Microsoft Excel
9:30 – 10:30

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

12

Resume Writing
9:30 - 10:30

Job Corps Information
Session
6:00 – 7:00

Introduction to Mail Merge
1:00 – 2:00

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

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

Interviewing with
Confidence
11:00 – 12:00

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

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

Job Corps Information
Session
6:00 – 7:00

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Resume Writing
9:30 – 10:30

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

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Introduction to
Microsoft Word
9:30 – 10:30

Time Management
1:00 – 2:00

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Online Tips for Starting
a Small Business
11:00 - 12:00

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

Ace the Interview
1:00 – 2:00

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**OFFICE CLOSING AT
12:30 PM**

25

OFFICE CLOSED

26

Microsoft Office 365:
What is It?
1:00 – 2:00

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

Resume Writing
1:00 – 2:00

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PA CareerLink® Northumberland/Snyder/Union Counties
Hours: M, Tu, Th, F: 8:30 - 4:30
W: 9:00 - 4:30
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IN-PERSON WORKSHOPS & EVENTS

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