

OCTOBER 2025

REMOTE WORKSHOPS & EVENTS

| MON | TUE | WED | THU | FRI |
|--|---|---|---|---|
| | | 1 | 2 Google Pt. 1: More than a Browser 1:30 – 2:30 Increase Your Likability for the Job Interview 2:00 – 3:00 | 3 Resume Writing 11:00 – 12:00 |
| 6 Veterans' Virtual Job Club 10:00 – 11:00 Ace the Interview 11:00 – 12:00 | 7 Learn the Computer Series: Digital Security 1:30 – 2:30 | 8 | 9 Dealing With Difficult Coworkers 9:00 – 10:00 Google Pt. 2: Using Online Apps for a Job Search 1:30 – 2:30 | 10 Stress Management 1:00 – 2:00 |
| 13 OFFICE CLOSED | 14 | 15 | 16 Google Pt. 3: Using Google Drive 1:00 – 2:00 Budgeting and Saving 2:00 – 3:00 | 17 Habits for Success 11:00 – 12:00 |
| 20 Veterans' Virtual Job Club 10:00 – 11:00 Introduction to Microsoft Office 365: What Is It? 10:30 – 11:30 Providing Great Customer Service 11:00 – 12:00 | 21 | 22 Essential Techniques to Boost Your Communication Skills 1:30 – 2:30 | 23 Keys to a Great Cover Letter 9:00 – 10:00 Learn the Computer Series: Digital Communications 1:30 – 2:30 | 24 Navigating the PA CareerLink [®] Online 1:00 – 2:00 |
| 27 Veterans' Virtual Job Club 10:00 – 11:00 Time Management 1:00 – 2:00 | 28 Learn the Computer Series: Internet Basics 1:00 – 2:00 | 29 Tips for Job Seekers Over 50 1:30 – 2:30 | 30 What Employers Want 9:00 – 10:00 Introduction into Mail Merge 1:00 – 2:00 | 31 |