

DECEMBER 2025

REMOTE WORKSHOPS & EVENTS



MON	TUE	WED	THU	FRI
1 Tips for Job Seekers Over 50 10:30 – 11:30 Veterans' Virtual Job Club 10:00 – 11:00 Resume Writing 11:00 – 12:00	2	3 Stress Management 1:30 – 2:30	4 Google Pt. 1: More than a Browser 1:30 – 2:30 Increase Your Likability for the Job Interview 2:30 – 3:30	5
8 Veterans' Virtual Job Club 10:00 – 11:00 Dealing With Difficult Coworkers 11:00 – 12:00	9	10 Time Management 1:30 – 2:30	11 Ace the Interview 10:00 – 11:00 Google Pt. 2: Using Online Apps for a Job Search 1:30 – 2:30	12 Navigating the PA CareerLink® Online 1:30 – 2:30
15 Veterans' Virtual Job Club 10:00 – 11:00 Budgeting and Saving 11:00 – 12:00 Essential Techniques to Boost Your Communication Skills 1:30 – 2:30	16 Application Tips and Online Applications 1:30 – 2:30	17 Habits for Success 11:00 – 12:00	18 Personal Résumé Review <i>(Online Registration Required)</i> 3:00 – 4:00, 4:00 – 5:00 5:00 – 6:00 Google Pt. 3: Using Google Drive 1:30 – 2:30 Online Tips for Starting a Small Business 2:30 – 3:30	19 Learn the Computer Series: Digital Communication 1:00 – 2:00
22 Veterans' Virtual Job Club 10:00 – 11:00 Keys to a Great Cover Letter 11:00 – 12:00	23	24 OFFICE CLOSING AT 12:30	25 OFFICE CLOSED	26 OFFICE CLOSED
29	30	31 OFFICE CLOSING AT 12:30	1 OFFICE CLOSED	2 OFFICE CLOSED

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