



# JULY 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<p><b>JOB CLUB</b> (Networking) 12:15-2:15</p> <p><b>Exploring LinkedIn- BASICS</b> 1 – 2:30</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Math Refresher</b> 10:30 - 12</p> <p><b>Develop a Personal Brand / Changing Careers</b> 10:30 – 12</p> <p><b>Learning Management System</b> (LMS)- online training, seating limited, call To register 1:30 – 3:30</p> <p><b>Resume Writing – Advanced</b> 12:30 – 2:30</p>	<p>..... <b>Office Closed</b> .....</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Resume Writing – Basics</b> 10:30 – 12:30</p> <p><b>How to Use Recruiters to Land Jobs</b> 2:30 – 3:30</p>	<p><b>Navigating JOBGATEWAY</b> 1:30 - 3</p>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<p><b>JOB CLUB</b> (Networking) 12:15-2:15</p>	<p><b>Math Refresher</b> 10:30 - 12</p> <p><b>How to Jump Over the Age Barrier &amp; Land</b> 10:30 – 12</p> <p><b>Accomplishment Stories / 2 – 3:30</b></p> <p><b>Active Interviewing Strategies</b></p>	<p><b>Job Search Strategies</b> 10:30 - 12 @Human Services, 1<sup>st</sup> Fl. Career Dev Center</p> <p><b>Networking</b> 2:30 -3:30</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>RESUME Writing Advanced</b> 10:30 – 12:30</p> <p><b>Exploring LinkedIn- Advanced</b> 1:30 – 2:30</p> <p><b>Cover &amp; Interview 'Thank You' \ Letters</b> 3 - 4</p>	<p><b>Exploring Career Options</b> 1:30 - 3</p>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<p><b>JOB CLUB</b> (Networking) 12:15-2:15</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Math Refresher</b> 10:30 – 12</p> <p><b>Job Search Strategies</b> 10:30 - 12</p> <p><b>Accomplishment Stories / Active Interviewing Strategies</b> 2 – 3:30</p>	<p><b>Cover &amp; Interview 'Thank You' Letters</b> @Human Services, 1<sup>st</sup> Fl., Career Dev. Center 10:30 – 11:30</p> <p><b>Senior Level Interviewing 4 Professionals</b> (management level) 2 - 4</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Develop a Personal Brand / Changing Careers</b> 10:30 – 12</p> <p><b>LEGAL AIDE SEMINAR</b> 12:30 – 1:30</p> <p><b>Emotional Intelligence</b> 1:30 - 3</p> <p><b>Accepting Constructive Criticism</b> 2-3</p>	<p><b>Navigating JOBGATEWAY</b> 1:30 - 3</p>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<p><b>JOB CLUB</b> (Networking) 12:15-2:15</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Math Refresher</b> 10:30 - 12</p> <p><b>How to Jump Over the Age Barrier &amp; Land</b> 10:30 - 12</p> <p><b>Cover &amp; Interview 'Thank You' \ Letters</b> 2 - 3</p>	<p><b>Accomplishment Stories / Active Interviewing Strategies</b> 10:30 -12 @Human Services, 1<sup>st</sup> Fl., Career Dev. Center</p> <p><b>Resume Writing – Advanced</b> 1:30 – 3:30</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>SCORE</b> (self-employment) 10:30 – 12</p> <p><b>Workplace Professionalism: Job Loss &amp; Recovery</b> 1:30 – 3</p>	<p><b>Exploring Career Options</b> 1:30 - 3</p>
<b>30</b>	<b>31</b>			
<p><b>JOB CLUB</b> (Networking) 12:15-2:15</p> <p><b>Exploring LinkedIn- Advanced</b> 1 – 2</p> <p><b>Networking</b> 2:30 -3:30</p>	<p><b>Welcome Aboard!</b> 9 – 10:30</p> <p><b>Math Refresher</b> 10:30 - 12</p> <p><b>Accomplishment Stories / Active Interviewing Strategies</b> 2 – 3:30</p> <p><b>Resume Writing – Basics</b> 1 – 3</p>	<p>Workshop <b>Descriptions &amp; Directions</b> to Register are located on back of this Calendar. Registration required for all workshops. Flyers available for all workshops.</p>	<p><b>Free Computer Instruction!!</b></p> <p>Microsoft Office 2016. Refer to flyer and complete a skill survey.</p> <p><i>Limited to Montgomery Co. residents</i></p>	<p>What is <b>Welcome Aboard?</b> <b>Welcome Aboard</b> is an orientation of CareerLink services for the public. This orientation is <b>required</b> to participate in continued services and training grants.</p>

## PA CAREERLINK® MONTGOMERY COUNTY WORKSHOPS JULY 2018

All workshops are provided at *NO COST* to you. However, you must be enrolled in the PA CareerLink® system, *JobGateway* to attend. Pre-registration is required, refer to directions below. Please be prompt. No admittance after the start of the workshop.

### WORKSHOPS at a GLANCE

**Resume Writing - BASIC** - both the format and the content of your resume are critical. Workshop suggested for job seekers without a resume that want a quick start on developing a high quality basic resume.

**Resume Writing – ADVANCED** - Do you have a resume that needs upgrading? This workshop will teach you the best way to use your resume, how to customize for each specific job, and how to improve and enhance your resume content. (1-1 critiquing available after participation)

**Accomplishment Stories** - Relating a story of how you contributed to successful outcomes is used to impress employers in the interviewing process. Combine this abbreviated workshop with *Interviewing Strategies* for practical and effective use of learned values.

**Active Interviewing Strategies** - The key to “acing” the interview is preparation and practice! Learn a more active and successful approach to winning interviews. This workshop builds on the skills learned in *Accomplishment Stories*. REGISTER for BOTH!

**Emotional Intelligence** is an ability to recognize, understand, and manage emotions and common interpersonal tensions that occur in the workplace. Learn about the fundamental components of EI.

**Job Search Strategies** Finding a job becomes easier with the right job search ‘ingredients’ and strategy. Learn what is required to be ‘job search ready’ including all the written documents and job search strategies that land jobs faster.

**Exploring Career Options** Changing Careers? This workshop introduces you to O’NET, a website containing information about occupations, skills, education requirements and current wages. Learn how to match your personality to a job. Pre-requisite: basic computer skills.

**Job Club (Workgroup)** Join a team of job seekers to share ideas, provide support, problem - solve job search challenges, and learn skills that improve job search. The Job Search Workgroup is task-focused and outcome oriented.

**Navigating JobGateway** Learn hands-on, how to use the CareerLink job search tool effectively, filtering out unwanted websites and focusing on jobs that you are qualified for.

**Advanced Interviewing 4 Senior Level Positions** Advanced interview strategies for the high end professionals.

**How to Use Recruiters to Land Jobs** Choosing the recruiter right for you; effective strategies for working with recruiters; using recruiters for long-term career management.

**Networking** The #1 most successful strategy for landing a job. Learn strategies and how networking is used most effectively in job search.

**LinkedIn** Explore the professional networking website! Attend *Basics*, to sign-up, create a profile and develop a contact list. The *Advanced* workshop will enrich your summary statements and learn advanced functions

**Developing A Personal Brand** Your personal brand is your promise about the value you bring to an employer. Learn about branding & developing an ‘elevator’ speech that communicates your brand. Bundled with *Changing Careers* Register for both.

**Changing Careers** Learn how to transition from one career to another. (Recommended accompanied workshop: Developing a Personal Brand).

**Professionalism, Job Loss & Recovery** This workshop will help you analyze what went wrong in your previous job, dealing with the stages of grief and moving on to a positive future.

**Learning Management System (LMS)** - Workshop introduces you to on-line tutorials for continuous learning at your convenience. Popular tutorials include Microsoft Office, Information Technology, customer service, communications and general business skills.

**Cover Letters & Interview ‘Thank You’ Letters** Learn how to write a ‘T’ cover letter, the newest trend in cover letters. Learn when and what method to use to correspond with employers.

**How to Jump Over the Age Barrier & Land** Strategic strategies for the mature worker and how to compete in a younger job market.

**Math Refresher** This workshop offers a refresher in basic math concepts, algebra and more advanced concepts based on individual need. Please provide examples of your learning needs (Recommended for *WorkKeys* students).

**Microsoft Computer Instruction** Free computer instruction on Word 2016 and Excel 2016 Please complete a skill survey. Instruction is for participants who have basic computer skills

### PA CAREERLINK® MONTGOMERY COUNTY PARTNER PROGRAMS

**Veteran’s Services** a veteran representative is available to assist veterans with serious barriers to employment, in securing employment and training.

**Maturity Works** The Senior Community Employment Program is a community service and work based training program for eligible seniors 55 years of age and older. Participants must have a family income of no more than 125% above the Federal Poverty Level and must be unemployed. 610.270.3429 x 209

**AARP** The Senior Community Employment Program is a community service and work based training program for eligible seniors 55 years of age and older. Participants must have a family income of no more than 125% above the Federal Poverty Level and must be unemployed. 800.842.4982

**SCORE** Provides budding entrepreneurs with free counseling sessions and workshops. Individuals can draw on their experience and learn the steps toward self-employment.

**Council of Three Rivers American Indian Center** Employment and training; counseling and job placement opportunities for the American Indian, Alaskan Native or Native Hawaiian population.

**Legal Aid** Professional lawyers address expungements and pardons and this monthly workshop.

**Workshops offered on Wednesdays at the Human Service Center** are held at .....1430 DeKalb St, Norristown... 1<sup>st</sup> Fl. Career Development CTR.

**How to Register for a Workshop** on [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)

1. Sign in to your account on JobGateway
2. Click on “Events” on tool bar
3. Scroll down (left side of screen) select Montgomery County
4. Click on “Search Events”
5. Locate Event
6. Click on Event
7. Click Register
8. Change month by clicking upper right-hand arrow