







# ONLINE WORKSHOPS

## NOVEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				<b>1</b>
<b>Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop.</b>		 <b>1-1 consultations are scheduled following the Resume or LinkedIn workshop. Alert the presenter.</b>		
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	<b>Interviewing Strategies</b> 5 – 6 PM  <b>LinkedIn</b> Advanced 6:30 – 7:30 PM	<b>Microsoft Outlook</b> 10:30 – 12 PM <b>Microsoft Windows</b> 1:30 - 3 PM <b>Resume Writing</b> Advanced 6 – 7:30 PM	<b>Cover &amp; Interview 'Thank You' Letters</b> 5- 6 PM  <b>NETWORKING</b> 6:30 – 7:30 PM	
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
 <b>Office Closed</b>	<b>Job Search Strategies</b> 10:30 – 12 PM  <b>Senior Level Interviewing</b> 1 – 2:30 PM	<b>Welcome Aboard!</b> 10:30 – 11:30 AM  <b>Microsoft EXCEL Basic Formula Writing</b> 1 – 2:30 PM	<b>Accomplishment Stories</b> 5 – 6 PM  <b>LinkedIn</b> Advanced 6:30 – 7:30 PM	
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	<b>Learning Management Systems</b> 9:30 -10:30 AM <b>Microsoft WORD for Resumes</b> 2:30 – 4 PM <b>Interviewing Strategies</b> 5 - 6 PM <b>Job Search Strategies</b> 6:30 – 8 PM	<b>Accomplishment Stories</b> 2:30 – 3:30 PM  <b>Resume Writing</b> Advanced 4 – 5:30 PM		
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Cover &amp; Interview 'Thank You' Letters</b> 5 – 6 PM  <b>LinkedIn</b> Advanced 6:30 – 7:30 PM	<b>Job Search Strategies</b> 10:30 –12 PM <b>Senior Level Interviewing</b> 2 – 3:30 PM <b>INTERVIEWING Strategies</b> 5 – 6 PM <b>ETWORKING</b> 6:30 – 7:30 PM	<b>Resume Writing</b> Advanced 1 - 2:30 PM	<b>Office Closed</b>   <b>Happy Thanksgiving</b>	

\* Workshops begin promptly.

\* See flyer for WEBEX directions in advance of invitation.

\* Please complete the survey following the session

# ON-LINE WORKSHOP SERIES

## **MONTCO WELCOMES YOU!**

**Welcome Aboard!** – learn about the PA CareerLink® services available to job seekers

## **TECHNOLOGY DEMONSTRATION TRAINING**

**Microsoft Word** – tips for formatting your resume

**Microsoft Excel** – spreadsheet data entry and basic formula writing tips

**Microsoft Outlook** – email and calendar navigation and efficiencies

**Microsoft Windows** – file management and desktop control

**LinkedIn Advanced Concepts** – enrich summary statements and learn advanced functions

**Learning Management System (LMS)** – gain access to a powerful on-line tutorial website to learn great technology and business skills

## **CAREER WORKSHOPS**

**Networking** – ramp up your networking skills and land your next position

**Job Search Strategy** – learn how to search for jobs efficiently

**Cover Letters/Correspondence** – feel confident about putting a cover letter on every resume you send and following through after every interview

**Senior Level Interview** – learn advanced interview strategies for senior level jobseekers

**Active Interviewing** – be a job candidate who actively communicates job winning information to the interviewer

**Accomplishment Stories** – Impress your prospective employer by explaining how you went above and beyond on your former job

### *Registration:*

Go to [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) and **sign in**

Click on “Events” on tool bar

Scroll down (left side of screen) select Montgomery County

Click on “Search Events”

Locate Event

Click on Event

Click Register

Change month by clicking upper right-hand



Instructions to download WEBEX & the invitation to access the workshop will be sent one day prior to the event.