

ONLINE WORKSHOPS

APRIL 2020



Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
	Online Workshops require you to download WEBEX. Invitation and instructions will be sent one day prior to the workshop	Job Search Strategies 10 – 11:30 AM Resume Writing- Basics 1:30 – 3 PM	How to Jump Over the Age Barrier 10:30 – 12 PM Senior Level Interviewing 2 – 3:30 PM	
6	7	8	9	10
How to Register on PA CareerLink 10:30 – 11:30 AM LinkedIn- BASICS 12:30 – 2 PM NETWORKING 3- 4 PM	Branding/Changing Careers /Transferable Skills 10:30 – 12 PM LinkedIn Advanced 1 – 2 PM Accomplishment Stories 3 – 4 PM Interviewing Strategies 4:30 – 5:30 PM	Welcome Aboard! 10 – 11 AM How to Use Recruiters to Land a Job 10-11 AM Resume Writing Advanced 12 – 1:30 PM Microsoft EXCEL for Basic Formula Writing 1 – 2:30 PM	Accomplishment Stories 10:30 – 11:30 AM Interviewing Strategies 12 – 1 PM Resume Writing BASICS 2 – 3:30 PM Cover Letters/Correspondence 5 – 6 PM How to Use Recruiters to Land Jobs 6:30 – 7:30 PM	Learning Management Systems (LMS) 10– 11 AM
13	14	15	16	17
How to Register on PA CareerLink 10:30 – 11:30 AM	Resume Writing Advanced 10:30 – 12 PM Job Search Strategies 10:30 – 12 PM Senior Level Interviewing 1 – 2:30 PM Accomplishment Stories 1 – 2 PM Interviewing Strategies 2:30 – 3:30 PM	Cover Letters/Correspondence 10 – 11 AM Microsoft EXCEL PivotTables 1 – 2:30 PM NETWORKING 12 -1 PM Resume Writing- Basics 1:30 – 3 PM	Job Search Strategies 10:30 – 12 PM Resume Writing Advanced 1 – 2:30 PM Stress & Anxiety Management Tools 2 – 3 PM Accomplishment Stories 5 – 6 PM LinkedIn Advanced 6:30 – 7:30 PM	Microsoft Outlook 11 – 12:30 PM Microsoft Windows 2:30 – 4 PM
20	21	22	23	24
How to Jump Over the Age Barrier 9:30 – 11 AM LinkedIn- BASICS 12:30 – 2 PM How to Register on PA CareerLink 3 – 4 PM	Cover Letters/Correspondence 10 – 11 AM Accomplishment Stories 1:30 – 2:30 PM Interviewing Strategies 3 – 4 PM Resume Writing Advanced 6 – 7:30 PM		Branding/Changing Careers /Transferable Skills 10:30 – 12 PM Resume Writing- Basics 1 – 2:30 PM Interviewing Strategies 5 – 6 PM Cover Letters/Correspondence 6:30 – 7:30 PM	Learning Management Systems (LMS) 11– 12 PM Microsoft WORD for Resume Formatting 2 – 3:30 PM
27	28	29	30	
Interviewing Strategies 4:30 – 5:30 PM Job Search Strategies 6 – 7:30 PM	Stress & Anxiety Management Tools 10 – 11 AM	How to Use Recruiters to Land Jobs 10 – 11 AM Resume Writing Advanced 12 – 1:30 PM	LinkedIn Advanced 9:30 – 10:30 AM Interviewing Strategies 11 - 12 PM NETWORKING 1 -2 PM	1-1 consultations scheduled following the Resume or LinkedIn workshop. Schedule with the presenter ☀️