

JOB SEARCH WORKSHOPS IN PERKASIE

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Resume Revival 9:00 – 11:00 Budgeting Workshop 12:00 – 3:00	Finding Your Fit 9:00 – 11:00	Microsoft Word I 9:00 – 11:00 Health Care Training Recruitment 1:00 – 3:00	Microsoft Word II 9:00 – 11:00 (Must complete Word I prior to Word II) Open Computer Lab 1:00 – 3:00	Nail the Interview 9:00 – 11:00
10	11	12	13	14
Resume Critique By Appointment	Finding a Job After 50 9:00 – 11:00	Excel I 9:00 – 11:30	Excel II 9:00 – 11:30 (Must complete Excel I prior to Excel II) Open Computer lab 1:00 – 3:00	Resume Revival 9:00 – 11:00
17	18	19	20	21
Intro to Computers 9:00 – 11:00	Intro to Job Gateway 9:00 – 11:00 Nail the Interview 1:00 -3:00	Keyboarding & Mouse 9:00 – 11:00	Email Basics 9:00 – 11:00	Writing a Cover Letter 9:00 – 11:00
24	25	26	27	28
Resume Critique By Appointment	Cut Your Job Search by 50% 1:00 – 3:00	PowerPoint 9:00 - 11:00 Open Computer Lab 1:00 – 3:00	Microsoft Word I 9:00 – 11:00	Microsoft Word II (Must complete Word I prior to Word II) 9:00 – 11:00

PA CAREERLINK® BUCKS COUNTY WORKSHOPS AND RECRUITMENTS FOR THE MONTH

All workshops are provided at **no cost**.

Online registration is required; please sign up on the CareerLink® Website (www.jobgateway.pa.gov). You may call 215-258-7755 with questions. PLEASE BE PROMPT. IF YOU ARRIVE LATE, YOU MAY BE ASKED TO RESCHEDULE.

JOB SEARCH WORKSHOPS OFFERED IN PERKASIE, PA

Cut Your Job Search by 50%: How to search effectively for jobs, how to get organized to be the most successful job seeker.

Email Basics: You will learn what email is, how email addresses are written, and how to "set up" email. You will also learn email etiquette and how to email a cover letter.

Excel I: Create spreadsheets & perform basic data entry. Learn the best practices & the foundation for Excel.

Excel II: Expand on Basic Excel principles using basic formulas, filtering & sorting, database essentials, and creating tables and various charts. **Must take Excel I prior to taking Excel II.**

Finding a Job After 50: Join the growing number of job seekers over 50 to receive guidance on job search issues specific to this age group.

Finding Your Fit: Are you considering transferring into a whole new career? Unsure of how to identify your interests and transferable skills? If so, this workshop will highlight how to tackle self-assessment tools to help you narrow your career search.

Intro to Computers: A basic workshop that will help those not familiar with computers to learn names of parts, functions, and basic operations.

Intro to JobGateway® Workshop: Use JobGateway® effectively to achieve your employment and training goals. Must be registered with PA CareerLink® or you will need to be rescheduled. Unfortunately, space is limited and we cannot accept walk-ins for this workshop.

Keyboarding & Mouse: Learn to use the mouse & keyboard. Students will practice keyboarding and typing using software.

Microsoft Word I: Learn to use the most popular word processing software on a PC. Get familiar with the software, word processing terms and applications as well as basic computer operations. Font formatting, paragraph alignments, spell check, and cursor essentials are covered.

Microsoft Word II: Continues from Word I and includes basic computer operations (copy, paste, format painter, etc.), paragraph and page formatting, bulleted lists, and document design. **Must take Word I prior to taking Word II.**

Nail the Interview: Come to this workshop to learn interviewing techniques that focus on behavioral and traditional interview questions. You will learn how to answer the hardest questions in an interview and the importance of follow-up.

Open Computer Lab: This is an opportunity for you to come in and practice your computer skills or use the computer for activities related to your job search.

Resume Critique: By Appointment Only. Please call Dorita Hodelka at 215-258-7734 or email at dhodelka@buckscareerlink.state.pa.us to schedule an appointment.

Resume Revival: Learn the formula for formatting a modern resume and what information to include. Please bring a paper or electronic copy of your resume and a flash drive to the workshop for review and editing. Must be registered on JobGateway. ***No walk-ins please.***

Writing a Cover Letter: Show employers what qualifications you have by including the cover letter with your resume. Please bring your resume and flash drive if possible.

Budgeting Workshop – Have fun while building your financial literacy and budgeting skills in this hands-on and engaging workshop.

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. *(Daily 8:30 – 4:00 Bristol Office)*

CIVIL SERVICE WORKSHOP: Offered in Bristol only. Receive an overview of the PA Civil Service website. The workshop will explain how to navigate the website, search for job openings, apply online and schedule tests.

GENERAL/WIOA ORIENTATION: Are you receiving unemployment benefits? Long-term unemployed? Come learn about how you could receive job search assistance and counseling through the Workforce Innovation and Opportunity Act (WIOA). WIOA offers intensive job search counseling, one-on-one assistance, and potential training opportunities. WIOA eligibility is determined after the orientation through specific financial guidelines. Attend the informational session to get started, every Monday and Wednesday from 9:30-10:30 a.m. or Friday 2-3 p.m. at the Bristol location.

BUCKS COUNTY COMMUNITY COLLEGE: Center for Workforce Development, Continuing Education, literacy programs in addition to academic programs. Campuses located in Newtown, Bristol, and Perkasie. Visit their website: www.bucks.edu