

## VIRTUAL WORKSHOP OFFERINGS

Register for any workshop at: [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)  
Log onto your account and 'SEARCH EVENTS' to get started!

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b> Successful Networking Workshop 10 am	<b>3</b> Cover Letter Writing Workshop 10 am Resume Revival Workshop 1 pm	<b>4</b> Job Search Strategies During a Pandemic 1 pm	<b>5</b>
<b>8</b> Coping with Job Loss Virtual Support Group 12 noon	<b>9</b> Resume Writing & Job Search Workshop 10 am Overcoming the Age Barrier Workshop 1 pm	<b>10</b> Modern Interviewing in a Virtual Age Workshop 10 am Time Management Workshop 1 pm	<b>11</b> Resume Revival Workshop 10 am Unemployment Compensation Workshop 2 pm	<b>12</b>
<b>15</b>	<b>16</b> Ace the Interview Workshop 10 am Focus on Your Best Self Workshop 12:30 pm	<b>17</b> Linked In For Beginners Workshop 10 am Market Yourself Workshop 1 pm	<b>18</b> Overcoming the Age Barrier Workshop 10 am	<b>19</b>
<b>22</b> Coping with Job Loss Virtual Support Group 12 noon	<b>23</b> Assessment & Personality Tests Workshop 1 pm	<b>24</b> Resume Revival Workshop 10 am Modern Interviewing in a Virtual Age Workshop 1 pm	<b>25</b> Job Search Strategies During a Pandemic Workshop 10 am Job Rights During COVID-19 2 pm	<b>26</b>
<b>29</b>	<b>30</b> Overcoming the Age Barrier Workshop 1 pm	Register for <i>any</i> our Virtual Workshop Offerings on your PA CareerLink® account at <a href="http://www.pacareerlink.pa.gov">www.pacareerlink.pa.gov</a> or contact 610-280-1031 for assistance.		

Workshop Descriptions on Reverse Side

## WORKSHOP DESCRIPTIONS

Register for any of these workshops by 'logging on' to your PA CareerLink® account with your Keystone ID/Password at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)  
Once logged on, 'Search Events' and click on individual events to register. If you need assistance, contact 610-280-1031

**Unemployment Compensation Virtual Workshop** – Legal Aid of SEPA Staff Attorney Deborah Steeves will present an update on Unemployment Compensation / Pandemic Unemployment Assistance, how and when to apply, and answer your questions.

**Modern Interviewing in the Virtual Age** - Learn modern interviewing techniques that focus on behavioral questions. You will learn how to answer the hardest questions in an interview. Mock interviews available.

**Resume Revival** - Revamp your resume and learn about how to get your resume through an ATS- Applicant Tracking System. Bring a copy of your resume to have it critiqued.

**Cover Letter Writing** - Highlight your qualifications for an employer by including a cover letter with your resume. Learn what methods to use to correspond with employers. Please bring your resume and a job description.

**Market Yourself** - Do you have a brand? Learn how to create your own personal brand and market yourself effectively.

**Time Management & Your Job Search** - Time Management is a critical element to an efficient job search. Learn tips and stay organized and focused while searching for a job.

**Successful Networking** - This workshop will provide attendees an understanding of effective networking strategies. Learn how effective networking can lead to landing a job and how to build and maintain a strong and valuable network.

**Job Search Strategies During a Pandemic** - Job search during a pandemic can be challenging and confusing. We will delve deeper into the do's and don'ts of job search during the COVID-19 pandemic. Plan to walk away with relevant tips for your job search, interviewing, networking and personal branding techniques.

**Overcoming the Age Barrier** - Receive guidance on job search issues specific to the mature worker (over 50). Learn strategies how to identify jobs if you are in this market.

**Ace the Interview** - Workshop studies the critical role of interview preparation, the skills necessary to confidently conduct an interview and the follow-up process. Mock Interviews available.

**Assessment & Personality Tests** - The pre-employment test is used more and more as part of the hiring process to determine if the candidate has the necessary skills, ability and personality traits for the job. Learn the practical tips and techniques on how to approach and handle employment testing to feel confident about taking the tests and to help you to improve your scores.

**Linked In for Beginners** – Get started with LinkedIn, the world's largest networking platform. In this workshop you'll learn to complete your profile, develop your professional network give and receive recommendations and endorsements, use LinkedIn Groups and find jobs on LinkedIn

**Job Rights during COVID-19** - Legal Aid of SoutheasternPA Staff Attorney Deborah Steeves will discuss your rights it related to Covid-19, and answer your questions.

**Resume Writing and Job Search** - Chester County Library staff will review the fundamentals of writing a resume; format, content, tips & tricks, required and optional sections, etc.

**Focus on Your Best Self** -Are you stuck in a rut? Having a hard time putting your best foot forward? This presentation will address how to tackle life's challenges with a positive mindset. You will learn ways to clear your mind of negative thoughts replacing them with positive self-affirmations. We will also discuss how gratitude, appreciation and positivity may open new doors of opportunities for you. Come experience a new way of thinking. Presenter: Chester County Hospital

**Coping with Job Loss Virtual Support Group** - Are you looking for support at this time of job loss? Join us for the support group help to share in a safe and supportive environment with others who are also experiencing job loss. Family Services Counselor will facilitate this support group.