



**PA CareerLink® Beaver County
December 2019 Workshops Calendar
724-728-4860 – Phone -- 724-775-1199 - TTY**

Monday	Tuesday	Wednesday	Thursday	Friday
2 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”	3 ✓ 10:30- Interviewing Techniques Workshop (CCBC)	4 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”	5	6 ✓ Budgeting Workshop – 10:00am-11:00am ✓ Intro. to Basic Computers- 10am-12pm ✓ Intro. to Basic Word - 1pm-3pm
9	✓ 10:30-12:30 Resume Fundamentals Workshop ✓ 10:30am-12:30pm-LinkedIn for Beginners Workshop	11 ✓ 10am-11am “So You Want to Be A Truck Driver” Workshop	12 ✓ 10am-12pm-PA CareerLink Website Enrollment Workshop	13
16	✓ Essential Job Skills Workshop – 10:30-12:30	18	✓ Essential Job Skills Workshop – 10:30-12:30	✓ 9:30am-11:00am – Civil Service and US Postal Jobs Workshop
23	24	25 CLOSED/ CHRISTMAS DAY	26	27
30	31 ✓ 10:30am-12:30pm- Basic Computer Functions for Beginners Workshop		To Register for Workshops, call 724-728-4860 Ext:215	You can also register on our website: www.pacareerlink.pa.gov v

PA CAREERLINK WORKSHOP DESCRIPTIONS (SEE MONTHLY CALENDAR FOR DATES AND TIMES):

RESUME WORKSHOP – Learn how to build your resume and references, write a cover letter and thank you letter.

INTERVIEWING WORKSHOP - Bring your resumes and dress for an interview. Review interview skills and then have a mock interview and evaluation. Facilitated by Community College for Beaver County.

ESSENTIAL JOB SKILLS WORKSHOP – - Build the skills employers are looking for including communication, work ethic, positive attitude and professionalism. We will discuss and practice these concepts skills through interactive exercises. **This is a 2-day workshop series.**

PA CAREERLINK WEBSITE ENROLLMENT WORKSHOP – This is a step by step workshop for PA CareerLink website enrollment. Will include building your PA CareerLink resume, setting job preferences and how to search and apply for jobs on the website.

BASIC COMPUTER FUNCTIONS FOR BEGINNERS WORKSHOP – This is for anyone with little to no experience on the computer. Will cover the very basic functions.

INTRO. TO BASIC COMPUTER SKILLS - Learn Terminology, Formatting Tips, Saving Files, Uploading Your Resume/Cover Letter Creating/Sending/Receiving Email, Attaching Files and Flash Drives

INTRO. TO BASIC WORD – Learn Basic Document Formatting and Create, Edit and Save documents.

LINKEDIN FOR BEGINNERS WORKSHOP - Are you interested in learning how to use the LinkedIn website to enhance and expand your job search? LinkedIn is a Business-oriented social networking service.

“SO, YOU WANT TO BE A TRUCK DRIVER?”- Learn all about the truck driving industry, job requirements, job demand, etc.- Facilitated by All State Career Schools

CIVIL SERVICE AND US POSTAL JOB OPPORTUNITIES – Learn how to access and navigate the Civil Service and US Postal websites, on-line applications and testing process. Discover the various opportunities covered under the Civil Service Commission for federal, state, county and city jobs.

MORE MONTH THAN MONEY – HOW TO STRETCH YOUR BUDGET WORKSHOP - Learn the benefits of a budget, how to get started, the budgeting process, next steps and more

STARTING YOUR OWN SMALL BUSINESS - Free Series of 10 Workshops. Offered Monthly Workshop sessions include practical hands-on activities. Learn about others who succeeded in their own small business! Discover if starting a small business is for you. Learn how to develop your niche and be able to sell your business idea.

To register: Call 724-728-4860 Ext 215, sign-up at the Help Desk or sign up on www.pacareerlink.pa.gov

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*

