

## May 2022 – Live Virtual Events

Provided by Chester City and Media CareerLink locations. Full enrollment in PA CareerLink® and online pre-registration required to attend events. Log-in to your account on [pacareerlink.pa.gov](http://pacareerlink.pa.gov) - see EVENTS tab to register. For assistance, call 610-723-1220 or 610-447-3350.

Day	Date	Presentation Topic	Time
Monday	2	GPS 360 – Is it for You?	11:00 AM
Monday	2	Microsoft Excel – Basic Formula Writing	4:00 PM
Tuesday	3	<b>*HPO Information Session - In Person in Chester*</b>	9:00 AM
Tuesday	3	How to Jump Over the Age Barrier and Land a Job	4:00 PM
Tuesday	3	Job Search Engines, Applications, and Keyword Tips	6:00 PM
Wednesday	4	Overcoming Age Bias	11:00 AM
Wednesday	4	Microsoft Windows	4:00 PM
Friday	6	New Perspectives for Job Seekers Age 40+: Job Search and Resume	10:00 AM
Saturday	7	Resume Reinvention	9:00 AM
Saturday	7	Active Interviewing Strategies	11:00 AM
Saturday	7	Pardons and Pathways	2:00 PM
Monday	9	GPS 360 – Is it for You?	11:00 AM
Monday	9	Job Search Strategy	4:30 PM
Monday	9	Management Level Interviewing Tips	6:30 PM
Wednesday	11	<b>*Develop the Skills Needed to Manage Conflict – In Person in Chester*</b>	10:00 AM
Thursday	12	<b>*State Civil Service Information Session – In Person in Chester*</b>	10:00 AM
Thursday	12	Interviewing Techniques	1:00 PM
Thursday	12	Microsoft Excel – Named Ranges and Page Set-Up	5:00 PM
Thursday	12	How to Use Zoom	6:30 PM
Friday	13	On The Job Training (OJT) High Priority Occupation Info Session	11:00 AM
Monday	16	GPS 360 – Is it for You?	11:00 AM
Monday	16	LinkedIn Basics	4:00 PM
Tuesday	17	Resume Essentials	1:00 PM
Tuesday	17	Microsoft Word Mail Merge	4:00 PM
Tuesday	17	Entrepreneurship: Is it Right for You?	6:00 PM
Wednesday	18	Resume Reinvention	4:00 PM
Wednesday	18	Active Interviewing Strategies	6:00 PM
Thursday	19	Improving Your Communication Skills	6:00 PM
Saturday	21	Working and Interviewing Remotely	9:00 AM
Saturday	21	How to Use Recruiters	11:00 AM
Monday	23	GPS 360 – Is it for You?	11:00 AM
Monday	23	Branding, Elevator Speech, and Changing Careers	4:30 PM
Monday	23	Cover Letters and Thank You Letters	6:30 PM
Tuesday	24	Balancing Work and Family	6:00 PM
Wednesday	25	Overcoming Age Bias	11:00 AM
Wednesday	25	Microsoft Excel – Functions Employers Value	5:00 PM
Wednesday	25	LinkedIn Advanced	6:30 PM
Thursday	26	Career Pivot: Navigating Career Change	11:00 AM
Thursday	26	New Perspectives for Job Seekers Age 40+: Interviewing and Networking Strategies	1:00 PM
Tuesday	31	QuickBooks Data Entry	4:00 PM

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**Active Interviewing Strategies:** The key to “acing” the interview is preparation and practice! Learn a more active and successful approach to winning interviews.

**Balancing Work and Family:** This workshop will allow participants to have an open discussion about balancing work and family responsibilities. Participants will also explore community resources and supports.

**Branding, Elevator Speech & Changing Careers:** Discover how to effectively communicate your brand to a prospective employer. Learn about creating an elevator speech, and transferrable hard/soft skills.

**Career Pivot: Navigating Career Change:** Are you considering a career change? A move in a new direction or a complete make-over? This informative workshop provides the nuts and bolts of the career change process to help guide your career transition - from developing your marketing materials to engaging your network and changing your “brand”.

**Cover Letters & Interview Thank You Letters:** Learn how to write a ‘T’ cover letter, the newest trend in cover letters. Learn when and what method to use to correspond with employers.

**Develop the Skills Needed to Manage Conflict:** Develop the skills needed to manage workplace conflict.

**Entrepreneurship: Is it Right for You?** This workshop will provide participants with resources and materials for exploring entrepreneurship pathways.

**GPS 360 – Is it for you?** Are you a Delco resident over 40 challenged by your job search? Unemployed despite your marketable skills and track record of employment? Invest an hour to learn how the GPS 360 program will help you strengthen your communication skills, master your virtual job search, refine your online presence so you are noticed by employers who are hiring, and negotiate your contract and job offers - all through 1:1 coaching tailored just for you, even after you land a job! Learn about our Checkpoint meetings where networking and peer support help keep you motivated, focused and confident.

**How to Jump Over the Age Barrier and Land a Job:** Strategic strategies for the 40+ worker and how to compete in a younger job market.

**How to Use Recruiters:** Understand the different types of recruiters who can assist you, the role of recruiters in your job search, and how to build a clear strategy for working with recruiters.

**How to Use Zoom:** Tutorial on how to participate in an online Zoom Meeting. Learn tips on the Zoom interface, chat window, and screen sharing features.

**Improving Your Communication Skills:** This workshop will provide participants with an opportunity to examine ways to communicate better with others and work effectively in a team.

**Interviewing Techniques:** Job interview success depends on how well you are prepared to sell yourself! Learn what hiring managers want, questions they may ask and how they should be answered. Learn about “behavior-based” interviewing, acing a phone interview and managing the post-interview experience.

**Job Search Engines, Applications & Keyword Tips:** Pick up some great suggestions on how best to apply for jobs. Learn some helpful tips on completing job applications, and using keywords and phrases to grab the hiring manager’s attention.

**Job Search Strategy:** Finding a job becomes easier with the right job search ingredients and strategy. Learn what is required to be “job search ready” including all the written documents and job search strategies that land jobs faster.

**LinkedIn Advanced:** Learn some valuable tricks and tips that can make LinkedIn work better for you. Employers are checking you out online; you want a Profile that professionally presents your skillset!

**LinkedIn Basics:** Create a profile that gets you noticed. Explore the LinkedIn interface, and learn the important sections to add to build an “all-star” profile.

**Management Level Interviewing Tips:** Learn interview strategies for senior level jobseekers, and how to actively communicate information you want the interviewer to know. Pick up good tips to ace the interview!

**Microsoft Excel - Basic Formula Writing:** Explore the Excel interface: ribbon, formula and status bar. Learn to select cells & build a basic formula. Discover how AutoFill and AutoSum Button/List make working in Excel easy!

**Microsoft Excel - Named Ranges and Page Set-Up:** Learn how to use named ranges...assigning names to a cell or range of cells in a workbook. Also learn page set-up techniques to get Excel spreadsheets to look great when printed.

**Microsoft Excel - Functions Employers Value:** Learn the Excel functions employers value: IF statements, VLOOKUP, TRIM, RIGHT and LEFT, plus a basic review of Basic Math (PEMDAS) for formula writing.

**Microsoft Word Mail Merge:** Use the Mail Merge Wizard to create valuable documents in Word. Create a recipient list, sort records, insert merge fields into a document, preview merged data, and create labels.

**Microsoft Windows:** Navigate Windows 10 by exploring different features and becoming more comfortable with terminology. Learn to create folders and move files, plus some valuable computer settings.

**Networking:** Attend this workshop and learn the networking strategies that will land your next job. Networking becomes far easier and more successful once you know how!

**New Perspectives for Job Seekers Age 40+:** Tips for job seekers aged 40 and older. Includes pandemic job search considerations.

**Interviewing Strategies & Building Your Network:** If you haven't had an interview in a while...tips for getting and *winning* that interview. Also, what's a network? What can it do for me? How can I build mine?

**Job Search & Resume:** Job searching is daunting, especially for the "over 40" crowd. Gain some new perspectives to inform your job search and improve your resume.  
*\*Geared specifically for job seekers age 40+.\**

**On the Job Training (OJT ) High Priority Occupation Info Session:** Intended for job seekers, this information session will go over what High Priority Occupations are within Delaware County, why that is important to the local workforce, and why is it advantageous for job seekers to consider pursuing High Priority Occupations for career stability.

**Overcoming Age Bias:** Understanding and preventing age bias can prepare you to be more confident in returning to the workplace. Learn how to overcome this serious hurdle plus acquire knowledge of the free job search support program. Presented by the *Back to Work Program* serving Delaware County job seekers age 40+ who are seeking a return to the workplace on a full-time basis.

**Pardons and Pathways:** How to Apply for a Pardon and Increase Access to Better Career Opportunities: This workshop will examine the pardon process and explore local and statewide resources for individuals that have been touched by the justice system. Individuals with lived experiences will share their stories related to accessing good career opportunities after justice system involvement.

**QuickBooks Data Entry:** Get started with QuickBooks by understanding the interface, learning common accounting terms, work with the chart of accounts, and how to add and edit QuickBooks lists.

**Resume Essentials:** Intended for beginning resume writers or those who haven't written a resume in over a year. Learn about Applicant Tracking Systems, basics of creating a resume and cover letter and how to present your resume to employers using methods that will reflect you as the best candidate for the job.

**Resume Reinvention:** Do you have a resume that needs upgrading? This workshop will teach you the best way to use your resume, how to customize for each specific job, and how to improve and enhance your resume content.

**Skills, Interests, and Values – Why it Matters when you Job Search:** This workshop will help job seekers apply for jobs that match their skills, interests, and values.

**State Civil Service Information Session:** Get help with understanding the difference between Civil Service and Non-Civil Service. Learn how to apply and take Civil Service exams to get a State or County Government job.

**Working and Interviewing Remotely:** Learn good strategies for setting up a productive remote workspace and leveraging technologies for telecommuting/remote interviewing using online meeting tools.

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