



Oaklands Corporate Center  
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REVISED: 8/11/15

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Office Hours: Monday thru Friday - 8:30 am to 4:30 pm

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  <b>PREP Orientation 9:30a (MP1)</b>  GED Testing 1p – 4p (AR)	<b>4</b>	<b>5</b> K-Mart Recruitment Fair 11a – 2p (MP2)  Coping with Job Loss 12p (CR-A)  GED Testing 1p – 4p (AR)	<b>6</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  GED Testing 9a – 12:30p (AR)  CareerLink – UWFSC Orientation 1:30p (MP1/2)	<b>7</b>  <b>PREP Orientation 9:30a (MP1)</b>
<b>10</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  <b>PREP Orientation 9:30a (MP1)</b>  GED Testing 1p – 4p (AR)	<b>11</b> The Impact of a Positive Workplace Attitude 9a – 10:30a (MP1)  Interview Strategies Workshop 10a – 11:30a (MP2)	<b>12</b> Resume Re-Invention Workshop for Professionals 9:30a – 12:00p (MP1) <a href="https://pac-rww-registration.eventbrite.com">https://pac-rww-registration.eventbrite.com</a>  <i>How to Present Yourself When You Have a Criminal Record 9a – 10:30a @ Chester County OIC</i> <i>Call 610-692-2344 to Register</i>  Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR)	<b>13</b>  <b>EARN Orientation 9a – 12p (CR- A)</b>  GED Testing 9a – 12:30p (AR)  CareerLink – UWFSC Orientation 1:30p (MP1/2)	<b>14</b>
<b>17</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  <b>PREP Orientation 9:30a (MP1)</b>  Fundamentals for Starting Your Own Business 10a – 12p (MP2)  GED Testing 1p – 4p (AR)	<b>18</b> Resume Writing 101 Workshop 9a – 10:30a (MP2) <i>*Note new time</i>  Using Social Media in Your Job Search 10a – 12p (MP1)  Networking and Paying it Forward Workshop 1p – 3p (MP1)	<b>19</b> Coping with Job Loss 12p (CR-A)  GED Testing 1p – 4p (AR)	<b>20</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  <b>Hire One Employer Workshop: Managing Generational Differences 8:30a – 12p (MP1/2) – Register at:</b> <a href="https://bestpractices8-20-15.eventbrite.com">https://bestpractices8-20-15.eventbrite.com</a>  GED Testing 9a – 12:30p (AR) CareerLink – UWFSC Orientation 1:30p (MP1/2)	<b>21</b> <b>PREP Orientation 9:30a (MP1)</b>  Lyneer Staffing Recruitment Fair 12p – 3p (MP2)  <b>Flextronics BRI Session 1:30 pm (MP1)</b>
<b>24</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  <b>PREP Orientation 9:30a (MP1)</b>  GED Testing 1p – 4p (AR)	<b>25</b>	<b>26</b> <b>Chester County Workforce Development Board Meeting 8:30a – 11a (MP1)</b>  Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR)	<b>27</b> <b>CCIU/Family Service Staff Meeting 8:30a – 11:30a (MP2)</b>  <b>EARN Orientation 9a – 12p (CR- A)</b> GED Testing 9a – 12:30p (AR) CareerLink –UWFSC Orientation 1:30p	<b>28</b>
<b>31</b> <b>EARN Orientation 9a – 12p (CR- A)</b>  GED Testing 1p – 4p (AR)	<b>Welcome Home Veterans' Job Fair</b> – Open to Veterans Only Friday, September 11 <sup>th</sup> - 10 am to 2 pm. The Event will be held at the Coatesville VA Medical Center – Building 5, Great Hall, 1400 Blackhorse Hill Road, Coatesville, PA 19320		<b>GED Testing Services are available</b> – Individuals must register for the GED via the on-line website at <a href="http://www.myged.com">www.myged.com</a> . All questions should be directed to the Chester County OIC at 610-692-2344.	

## WORKSHOP DESCRIPTIONS

**PA CAREERLINK® ORIENTATION** - An informational session geared to helping individuals understand services and resources available at CareerLink.. Information includes guidance on self-directed and staff assisted services, including information on how to apply for and access Individual Training Accounts (ITA's).

**8 Steps to Employment in the 21<sup>st</sup> Century** – A series of eight workshop offerings facilitated by Full Circle Computing geared toward assisting job seekers transition back into the workforce. Workshops include: 1) Resume Re-invention for Professionals, 2) Finding a Job in a Multigenerational Marketplace, 3) Basic Computer Skills Training, 4) Core Interviewing Techniques, 5) Pay It Forward Networking, 6) Using Social Media in Your Job Search, 7) Offer Negotiation and 8) Portfolio Careers – Options Beyond a Full-Time Job.

**LinkedIn Workshop – How to Network in a Digital Age** - Have you been told you need a LinkedIn Account? Do you have a LinkedIn account, but don't know how to use it? This hands-on workshop will teach you all you need to know about leveraging your contacts in order to help you land your next job. \*Limited to 10 seats, laptop computers will be provided. Active email address and email password required to create a LinkedIn Account.

**FUNDAMENTALS FOR STARTING YOUR OWN BUSINESS** – A workshop designed for people interested in starting their own business. Facilitated and taught by a panel of SCORE counselors, this workshop will provide insight on how to get started, and how to sustain momentum.

**THE IMPACT OF A POSITIVE WORKPLACE ATTITUDE** –Wearing the right outfit can help you get a job but '*Wearing the Right Attitude*' can help you keep a job. This workshop will help you change your attitude about your job and give you some tips on what to do to be successful in the workplace. Workshop presented by Wings for Success.

**Learn to Build an Effective Elevator Speech** – How do you answer a prospective hiring manager when they say, "Tell me about yourself..." Attend this dynamic workshop to learn how to develop an effective 30 second elevator speech that clearly communicates your individual brand. You'll leave re-energized, with a clear framework for your elevator pitch and a whole new approach to selling yourself. Workshop facilitated by Full Circle Computing Staff.

**INTERVIEW STRATEGIES WORKSHOP** – Learn about how to get interviews, interview preparation, how to handle different types of interviews, what to say and not to say during an interview, manage your body language and behavior, interview process, how to respond to interviewer's questions, and understand what questions to ask during the interview, follow up after the interview.

**Overcoming the Age Barrier in Your Job Search** - An interactive workshop session facilitated by an experienced HR Director and Career Coach who will share his experiences and lead the discussion on ways to combat this problem of age barrier in your job search. You will walk away from this discussion with both common sense and some surprising tips to address this situation. Discussion will center around resume and interview preparation, interviewing strategies, networking groups and associations, job searching techniques, your mind and skill sets, your presentation style and your attitude during your job search

**COPING WITH JOB LOSS** – Facilitated by Family Service of Chester County. Session is geared toward providing individuals tips on how to effectively cope and manage issues related to a loss of employment.

**RESUME WRITING 101** - A session that is geared to helping assist individuals optimize their marketability by providing tips for improving their resume. Workshop facilitated by Laura Kasper of Monarch Staffing.

**Legal Aid Custody and Support Workshop** – an interactive workshop reviewing custody and support law and procedures in PA and Chester County followed by a question and answer session. Workshop Facilitated by Legal Aid of Southeastern PA.

**Pardon and Expungement Process Workshop** – IS YOUR CRIMINAL RECORD PREVENTING YOU FROM GETTING A JOB? Legal Aid of Southeastern PA, a partner of the United Way Financial Stability Center, is offering a workshop for individuals to learn about the pardon and expungement process. Participants will learn if their criminal record or juvenile record is eligible to be expunged or pardoned, as well as resources to help complete the required forms. Learn methods available to help those that are being denied employment due to criminal records.

Additional Workshop Descriptions on-line at: <http://www.pacareerlinkchesco.org/job-seekers/workshop-offerings/>



Equal Opportunity Employer/ Program -- Auxiliary Aids and Services are Available Upon Request

