



Oaklands Corporate Center
479 Thomas Jones Way | Suite 500
Exton, PA 19341-2581
610-280-1010 | Fax: 610-280-1013 | TTY: 610-280-1014

Revised: 2/3/16

web: www.pacareerlinkchesco.org | ☐ - pacareerlink@chesco.org
Office Hours: Monday thru Friday - 8:30 am to 4:30 pm

**Please Note - Events listed in Bold/Blue are Invite Only Events*

Monday	Tuesday	Wednesday	Thursday	Friday
1 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR)	2 Jobs Today – Will They Be Here Tomorrow Workshop 9a – 12n (MP1) Resume Writing and Job Search Workshop 1p – 2:30p (MP1)	3 Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR)	4 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR) Workplace Soft Skills Training Workshop – Part I 10a – 12n (MP2) CareerLink–UWFSC Orientation 1:30p Rethink Your Drink Workshop 2:45p–3:45p(MP2)	5 PREP Orientation 9a – 11a (MP1/2)
8 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR)	9 Interview Strategies Workshop 9a – 11a (MP1) Non-Profit Executive Director Peer Group Meeting 8:30a – 10:30a (CRA) LinkedIn – How to Network in a Digital Age Workshop 1:30p – 3p (MP1)	10 Hire One Task Force Meeting 8:30a – 10:30a (MP1) Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR)	11 EARN Orientation 9a – 12p (CR- A) GED Testing 9a – 12:30p (AR) CareerLink–UWFSC Orientation 1:30p VEP Conversation Workgroup 12p – 1:30p (CRA) Know Before You Go Workshop 2:45p – 3:45p (MP2)	12 PREP Orientation 9a – 11a (MP1) The Impact of a Positive Workplace Attitude Workshop 9a – 11a (MP2)
15 OFFICE CLOSED For Observance of President's Day Holiday	16 Resume Writing 101 Workshop 9a – 10:30a (MP1) Workplace Soft Skills Training Workshop – Part II 10a – 12n (MP2) Where Do I Begin? Networking and Planning Your Job Search 12p -3p (MP2)	17 Time Management Principles Workshop 10a – 12n (MP1) Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR) PREP Orientation 1:30p – 3p (MP1/2)	18 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR) Senior Helper Recruitment Fair 9a- 11:30a (MP2) VEP Conversation Workgroup 12p – 1:30p (CRA) CareerLink–UWFSC Orientation 1:30p	19 Lyneer Staffing Recruitment Fair 11a – 3p (MP1) Legal Aid - Landlord/Tenant Rights and You: What You Need to Know 11:30a – 12:30p (MP2) PREP Orientation 9a – 11a (MP1/2)
22 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR) Fundamentals for Starting Your Own Business 10a – 12n (MP1) PREP Orientation 1:30p – 3p (MP1/2)	23 Prepare and Succeed – The Interview Has Arrived Workshop 9a – 12n (MP1) Allied Barton Security Recruitment Fair 10:30a – 2:30p (CRA) Living On A Little: How the FSC Can Assist You Workshop 2p – 3p (MP1)	24 Workforce Development Board Meeting 8:30a – 11a (MP1) Resume Re-invention Workshop for Professionals Workshop 9:30a – 12n (MP2) Coping with Job Loss 12p (CR-A) GED Testing 1p – 4p (AR)	25 EARN Orientation 9a – 12p (CR-A) GED Testing 9a – 12:30p (AR) LinkedIn – How to Network in a Digital Age Workshop 10a – 11:30a (MP1) VEP Conversation Workgroup 12p – 1:30p (CRA) CareerLink–UWFSC Orientation 1:30p	26 PACL-UWFSC Staff EO Training 9a – 12n (MP1)
29 EARN Orientation 9a – 12p GED Testing 1p – 4p (AR) Core Interviewing Techniques Workshop 1p – 4p (MP1)	March 1 Prepare and Succeed – The Interview Has Arrived Workshop 9a – 12n (MP1) Building Bridges and Breaking Barriers Workshop Part I 10a -12n (MP2) Resume Writing and Job Search Workshop 1p – 3p (MP2)	March 2 Contemporary Correspondence for Job Seekers Workshop 10a -12n (MP1)	On days when there is Inclement Weather, visit our website - www.pacareerlinkchesco.org or call 610-280-1010 for information regarding Office Closings and Workshop Cancellations.	

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).

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/>



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

