

NOVEMBER 2021 – REMOTE WORKSHOPS



MON

TUE

WED

THU

FRI

1

Internet Basics Pt.1: Tech & Terms
9:30 – 10:30

Veterans' Virtual Job Club
10:00 – 11:00

2

Resume Writing
11:00 – 12:00

Use Transferable Skills to Get Your
Next Job
1:00 – 2:00

3

Tips for Job Seekers Over 50
11:30 – 12:30

4

Create a LinkedIn Account That
Stands Out
9:30 – 10:30

Digital Scams, don't be a Victim
10:30 – 11:30

5

Using Social Media to Find a Job
9:30 – 10:30

Time Management 11:00 – 12:00

8

Internet Basics Pt.2: Security & Privacy
9:30 – 10:30

Veterans' Virtual Job Club
10:00 – 11:00

9

Seven Habits of Highly Effective
People 11:00 – 12:00

Setting Goals that Motivate You
1:00 – 2:00

10

Google Pt.1, More than a Web
Browser
11:30 – 12:30

11

CLOSED

VETERANS DAY

12

Ace the Interview
11:00 – 12:00

Freelancing in a Gig Economy
1:00 – 2:00

15

Internet Basics Pt.3:
Your Access & Control
9:30 – 10:30

Veterans' Virtual Job Club
10:00 – 11:00

16

Online Tips for Starting a Small
Business
11:00 – 12:00

Dos and Don'ts for Successful Virtual
and Phone Interviews
1:00 – 2:00

17

Google Pt. 2: Using Apps
for Job Search
11:00 – 12:00

18

Working from Home, Best Practices
9:30 – 10:30

Foundation Framework: Skills to Get a
Job
1:00 – 2:00

19

Culture and Diversity in the
Workplace 9:30 – 10:30

How to Apply for State and Federal Jobs
10:00 – 11:00

Providing Great Customer Service
11:00 – 12:00

22

Veterans' Virtual Job Club
10:00 – 11:00

Google Pt. 3: Using Google Drive
2:30 – 3:30

23

Email Boot Camp
9:30 – 11:00

Strategies for Handling Change
10:00 – 11:00

24

25

CLOSED

THANKSGIVING HOLIDAY

26

CLOSED

THANKSGIVING HOLIDAY

29

Veterans' Virtual Job Club
10:00 – 11:00

Microsoft Office 365: What is It?
11:30 – 12:30

30

What Employers Want
11:00 – 12:00

Stress Management
1:00 – 2:00

**Remote Resume Review available.
Call 717-248-4942 for an
appointment.**

A proud partner of the  network

**To register for a workshop, go to
pacareerlink.pa.gov "EVENTS." A link
for the session will be emailed to you.**

NOVEMBER 2021 – IN-PERSON WORKSHOPS & RECRUITMENTS - LEWISTOWN



MON	TUE	WED	THU	FRI
1 To register for a workshop, go to pacareerlink.pa.gov "EVENTS"	2	3 Spherion Recruitment 1:00 – 3:00 Re-entry Jobseeker Clinic 1:00 – 3:00	4 Intro to Microsoft Excel 10:00 – 12:00 Empire Kosher Recruitment 10:00-12:00 Advanced Excel 1:00 – 3:00	5
8 Manpower Recruitment 1:00 – 3:00	9	10 Spherion Recruitment 1:00 – 3:00 Re-entry Jobseeker Clinic 1:00 – 3:00	11 CLOSED VETERANS DAY	12
15 Pennsylvania State Police Recruitment 10:00-12:00 Manpower Recruitment 1:00 – 3:00	16	17 Spherion Recruitment 1:00 – 3:00 Re-entry Jobseeker Clinic 1:00 – 3:00	18 Intro to Microsoft Word 10:00 – 12:00 Résumé Writing 1:00 – 3:00	19
22 Manpower Recruitment 1:00 – 3:00	23	24 Spherion Recruitment 1:00 – 3:00 Re-entry Jobseeker Clinic 1:00 – 3:00	25 CLOSED THANKSGIVING HOLIDAY	26 CLOSED THANKSGIVING HOLIDAY
29 Manpower Recruitment 1:00 – 3:00	30	CONSIDERING A CAREER CHANGE? Meet with our staff to explore your options and update your resume.		<i>Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/ Program</i>

PA CareerLink® Mifflin County 717-248-4942
6395 SR 103N, MCIDC Plaza, Building 58, Lewistown, PA 17044
HOURS: Mon, Tue, Thurs, Fri 8:30-4:30 - Wed 9:00-4:30

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