

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Virtual Resume Revival 10:00-12:00 On-Site General Orientation 2:00-3:00 On-Site CareerScope 2:00-3:30	Virtual Navigating an ATS 9:00-9:30 Virtual Acing the Interview/Video Interview 10:00-11:00 On-Site CareerScope 10:30-12:00 Virtual General Orientation 2:00-3:00 Virtual Resume Development 3:00-3:30	
6	7	8	9	10
Virtual word I 10:00-12:00 Virtual Dealing with Stress-Stress Management 1:00-2:00 Virtual Assessment & Personality Test 3:00-4:00	On-Site General Orientation & Interest Inventory 10:00-12:00 On-Site CareerScope 10:30-12:00 Virtual/On-Site Writing A Cover Letter 1:30-2:30	Virtual Resume Revival 10:00-12:00 On-Site General Orientation & Interest Inventory 1:00-3:00 On-Site CareerScope 1:30-3:00	Virtual Navigating an ATS 9:00-9:30 Virtual Word 10:00-12:00 Hiring Event: ESS 10:00-12:00 (See back for details) Hiring Event: Potential Inc 10:00-12:00(See back for details) Virtual General Orientation 2:00-3:00 Virtual Resume Development 3:00-3:30	Virtual Overcoming the Age Barrier 10:00-11:00
13	14	15	16	17
Virtual Excel I 10:00-12:00 Virtual Financial Self Care-Making a Budget 1:00-2:00 Virtual Career/Job Fair Strategies 3:00-4:00	On-Site General Orientation & Interest Inventory 10:00-12:00 On-Site CareerScope 10:30-12:00 Virtual/On-Site Modern Interviewing/ Video Interviewing 1:30-2:30	Virtual Resume Revival 10:00-12:00 Networking Now: "Emotional Impact of Job Loss & Unemployment Stress" 2:00-4:00 (See back for details) On-Site General Orientation & Interest Inventory 1:00-3:00 On-Site CareerScope 1:30-3:00	Virtual Navigating an ATS 9:00-9:30 Virtual Excel II 10:00-12:00 Virtual General Orientation 2:00-3:00 Virtual Resume Development 3:00-3:30	
20	21	22	23	24
Virtual Excel III 10:00-12:00 Virtual Communication 1:00-2:00 Virtual Applicant Tracking System 3:00-4:00	On-Site General Orientation & Interest Inventory 10:00-12:00 On-Site CareerScope 10:30-12:00 On-Site & Virtual Computer Basics I&II 1:30-2:30	On-Site General Orientation & Interest Inventory 1:00-3:00 On-Site CareerScope 1:30-3:00 Virtual Resume Revival 10:00-12:00	Virtual Navigating an ATS 9:00-9:30 Virtual Marketing Yourself 10:00-11:00 Virtual General Orientation 2:00-3:00 Virtual Resume Development 3:00-3:30	Virtual LinkedIn for Beginners 10:00-11:00
27	28	29	30	31
Virtual Power Point I&II 10:00-12:00 Virtual Time Management Can-Do Attitude 1:00-2:00 Virtual Cut Your Job Search 50% 3:00-4:00	On-Site On-Site General Orientation & Interest Inventory 10:00-12:00 On-Site CareerScope 10:30-12:00 Virtual "Negotiating your Compensation the Rule of the Game" 2:00-4:00	Virtual Resume Revival 10:00-12:00 On-Site General Orientation & Interest Inventory 1:00-3:00 On-Site CareerScope 1:30-3:00	Virtual Navigating an ATS 9:00-9:30 Virtual Finding Your Fit 10:00-11:00 Virtual Preparing for your Job Search 2023-New beginnings 1:30-2:30 Virtual Resume Development 3:00-3:30 Virtual General Orientation 2:00-3:00	

All workshops are provided at no cost.

Online registration required - Sign up from the events page on the PA CareerLink® Website www.pacareerlink.pa.gov or call 267-580-3501 (TTY dial 711)

PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For program funding details in compliance with the Stevens Amendment, please visit www.buckscounty.gov/1825/stevens-amendment.

Trevoze Hours: Monday – Friday 8:30 – 4:00

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Computer/Career Preparation Workshops

Computers Basics I: Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume online. Please register www.pacareerlink.pa.gov

Computer Basics II: In this workshop learn about identifying the operating system running a computer, what an IP address is and how to identify it, what a network is, more on using the internet, the cloud, internet safety, finding downloads on a computer, and identifying the devices connected to a computer. Please register www.pacareerlink.pa.gov

Open Lab: Use the computer for job search activities; get assistance with learning the computer; take a tutorial or practice Word, Excel, PowerPoint. Staff available for questions and assistance. Please register www.pacareerlink.pa.gov

Excel I: Learn the best practices and the foundation for Excel including cursor positions and editing cells; how to create spreadsheets; perform basic data entry; execute spreadsheet operations, copy and fill series, inserting, deleting and adjusting columns and rows; formatting, saving, basic formulas, creating borders, formatting dates and conditional formatting. Please register www.pacareerlink.pa.gov

Excel II: Must have taken Excel I. Learn and perform commonly used formulas; continue copy and fill series; inserting and modifying comments; filtering and sorting; database essentials; perform subtotals; create and modify charts. Excel 2016. Please register www.pacareerlink.pa.gov

Excel III: Learn how to create a PivotTable and a pivot chart, perform lookups, use data validation (control inputs from a list), link cells, IF and Countif functions, using text to columns function and arranging the view of various spreadsheets. **Must have taken Excel I & Excel II and have a strong working knowledge of Excel.** Please register www.pacareerlink.pa.gov

PowerPoint I: Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation, and slide transitions. PowerPoint 2016. Please register www.pacareerlink.pa.gov

Word I: Participants become familiar with the software and cursor essentials; learn word processing terms and applications; how to select text; font formatting; paragraph alignment, margins, page setup, saving and spell check. Please register www.pacareerlink.pa.gov

Word II: *Must have taken Word I.* Learn how to: copy, cut, paste, format painter, format paragraphs and pages. Bullet lists and columns, insert headers and footers, page numbers, tabs, tab stops and symbols, find and replace tables. Word 2016. Please register www.pacareerlink.pa.gov

Job Search Assistance Workshops

Overcoming the Age Barrier: Receive guidance on job search issues specific to the mature worker (Over 50). Learn strategies on how to identify jobs if you are in this market. Please register www.pacareerlink.pa.gov

Cut Your Job Search by 50%: Make your job search efficient and effective as possible. Learn tips on being organized, using social media effectively and how networking is critical for the job search. Please register www.pacareerlink.pa.gov

Finding Your Fit: Do you have a well-developed plan for marketing your career? This workshop will highlight how to tackle those challenges through career research and guide you through assessments. "Finding your fit is a journey of self-discovery. Please register www.pacareerlink.pa.gov

Preparing for Your 2023 Job Search-New Beginnings: Career Tips for 2022 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Please register www.pacareerlink.pa.gov

Resume Revival: Assistance in updating and formatting your resume during this workshop. Please register www.pacareerlink.pa.gov

Resume Revival Mini Workshop: This 15-minute workshop will provide information in a summarized approach to meet the demands of busy participants. Please register www.pacareerlink.pa.gov

Assessments and Personality Tests: Strategies on how to approach pre-employment testing. Learn the practical tips and techniques of employment testing to help you feel confident! Please register www.pacareerlink.pa.gov

Writing a Cover Letter: Resumes do not tell your full story to an employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. Can create a cover letter during the workshop. Please register www.pacareerlink.pa.gov

Modern Interviewing/Video Interviewing. Learn modern interviewing techniques that focus on behavioral questions. Please register www.pacareerlink.pa.gov

LinkedIn for Beginners: Learn how to complete your LinkedIn profile. Develop your professional recommendations, including endorsements. Please register www.pacareerlink.pa.gov

Application Tracking System ATS: Develop an understanding of how to navigate today's application process. Workshop includes simulation of Application Tracking System. Please register www.pacareerlink.pa.gov

Market Yourself. Create your own personal brand. Learn how to network and ways to market yourself effectively. Please register at www.pacareerlink.pa.gov

Virtual Dealing with Stress-Stress Management Workshop: The importance of managing stress.

Effective stress management helps you break the hold stress has on your life, so you can be happier, Healthier, and more productive. Please register www.pacareerlink.pa.gov

Virtual Financial Self Care-Make a Budget Workshop: Financial self-care is taking the time to Look inward and understanding what habits work for you and which ones may need adjusting. Learn how to make a monthly budget and a variety of financial self-care tips to use in your lives. Please register www.pacareerlink.pa.gov

Virtual Communication Workshop: Advantages of effective communication and tips to improve. Communication skills. Please register www.pacareerlink.pa.gov

Virtual Time Management Can-Do Attitude Workshop: Do you have a time management plan? Do you run your day, or does your day run you? Improving your time management. Maintain a Can-Do Attitude. Please register www.pacareerlink.pa.gov

Applicant Tracking System ATS Mini Workshop: This 15-minute session will provide information in a summarized approach to meet the demands of busy participants. Please register www.pacareerlink.pa.gov

Ace the Interview/Video Interviewing: Learn interviewing techniques that focus on behavioral and traditional interview questions. You will learn how to answer the hardest questions in an interview the importance of follow-up including tips on how to interview virtually. Please register www.pacareerlink.pa.gov

General Orientation & Interest Inventory: Provides overview of resources and services offered through the CareerLink partners. Upon conclusion participants will be able to complete interest inventories. Please register www.pacareerlink.pa.gov

Career/Job Fair Strategies: Tips on navigating a Career/Job Fair, including strategies on what to do before, during, and after the on-site or virtual Career/Job Fair. Please register www.pacareerlink.pa.gov

CareerScope: Provides participants with an interest inventory and aptitude assessment for career decisions. Please register www.pacareerlink.pa.gov

Hiring Events

Information Session ESS; March 9th 10:00-12:00. Substitute Teachers, Substitute Paraprofessional, Instructional & Non- Instructional Assistants needed. Please apply www.pacareerlink.gov with job posting number **18445386,18445378,18445569,18445375**. For additional information contact Crystal Bivens cbivens@buckscareerlink.org

Hiring Event Potential Inc; March 9th 10:00-12:00. Behavior Technician, Licensed Behavior Specialist, Direct Support Professional needed. Please apply www.pacareerlink.gov with job posting number **18359943, 18359936, 18359921**. For additional information contact Elizabeth Keppley ekeppley@buckscareerlink.org

Networking Now

Guest Speaker: George Schonewolf- "Emotional Impact of Job Loss & Unemployment Stress"
March 15th 2pm-4pm.

Register at www.pacareerlink.gov. For additional information contact Hebert Bethea hbethea@buckscareerlink.org

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

PA OFFICE OF VOCATIONAL REHABILITATION (OVR): The Office of Vocational Rehabilitation offers services to qualified individuals with disabilities, in order to assist them to prepare for, enter, or retain employment. 1-800-221-1042 or www.dli.state.pa.us Keyword: OVR

VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. Please contact vsangmeister@pa.gov

VITA EDUCATION SERVICES: Vita offers *free* basic education programs tailored to the individual needs of the adult learner. They include Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, or visit their website www.vitaeducation.org

FREE GED Preparation, Job Readiness/Career Exploration, Job Placement for Young Adults

Bucks County Out of School Youth (OSY) Program provides a variety of transitional programs for young adults aged 16-24 for GED instruction and completion, year-round paid internships, apprenticeships, on-the-job trainings, job readiness, assistance with job searching and connecting participants to employment opportunities. The Bucks County OSY Program also provides summer internship opportunities for recent high school graduates, college preparation for those seeking secondary education, local college, and business/industry tours, as well as assistance, in applying for financial aid. For additional information visit <https://www.bucks.edu/businesscareer/pro-dev/adultliteracyhseged/> or call/text 267-225-2851.