



March 2020

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Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
		WIOA Orientation 9:30-10:30	Information Session: ESS 1:00-3:00 Resume Revival 1:00-3:00	
9	10	11	12	13
		WIOA Orientation 9:30-10:30	Ace the Interview 1:00-3:00	Open Lab 10:00-12:00 Writing a Cover Letter 1:00-2:00
16	17	18	19	20
		WIOA Orientation 9:30-10:30		
23	24	25	26	27
		WIOA Orientation 9:30-10:30 Business Partners 9:00-12:00 CareerScope/Skilldex 1:00-3:00	Modern Interviewing 10:00-12:00 Marketing Yourself 1:00-2:30 Information Session: ESS 1:00-3:00	
30	31			
				<i>Please sign in at the CareerLink front desk before attending the workshop – Thank You</i>

Perkasie, PA Location Mon - Fri 8:30-4:00pm

JOB SEARCH WORKSHOPS OFFERED IN PERKASIE

Acing the Interview: Learn interviewing techniques focusing on behavioral and traditional interview questions. Learn to answer the hardest questions and the importance of follow up.

Finding a Job After 50: Join the growing number of job seekers over 50 to receive guidance on job search issues specific to this age group.

Resume Revival: Update your resume during, including critique and formatting. Must come with a hard paper copy of your resume and have access to it electronically. For best results, bring a flash drive and have access to your email and PA Careerlink® accounts (including passwords). Prepared walk-ins may be accepted if space is available.

Marketing Yourself: Create your own personal brand. Learn how to Network and ways to market yourself effectively.

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

Modern Interviewing: Learn modern interviewing techniques that focus on behavioral questions. Mock interviews will take place.

Writing a Cover Letter: Resumes don't 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. You can create a cover letter during this workshop. If you have a cover letter, bring it for critiquing.

ASSESSMENTS OFFERED IN PERKASIE

CAREERSCOPE/Skilldex: Provides participants with an interest inventory and aptitude assessment for career decisions. (1½ hours)

Microsoft Assessments: Industry Assessments in Word, Excel, and Power Point to gauge current skill set in Microsoft programs. (1½ hours)

TABE TEST: Test of Adult Basic Skills, provides participant with academic grade equivalency in Math and Reading. (1½ hours)

High School Equivalency Preparation HSE/GED/ABLE: Registration, Orientation & Assessment (3 hours)

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SERVICES

WIOA INFORMATION: Are you receiving unemployment benefits? Long-term unemployed? Learn how you could receive job search assistance and counseling through WIOA. The program offers intensive job search counseling, one-on-one assistance, and potential training opportunities. WIOA eligibility is determined after the orientation through specific financial guidelines. For more information, call Eugenia Allen at 215-258-7713. Have your PA CareerLink Participant ID, Keystone ID and Password available.

HIRING EVENTS LOCATED IN PERKASIE:

ESS/Source 4 Teachers –Substitute Teachers, Instructional Assistants, Paraprofessional Educators, School Aides, Head Start Assistants, Food Services Workers, Custodians, Clerical

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS IN PERKASIE

BUCKS COUNTY COMMUNITY COLLEGE: Center for Workforce Development, Continuing Education, literacy programs in addition to academic programs. Campuses located in Newtown, Bristol, and Perkasie. Visit their website: www.bucks.edu

Metalwork Training: Grant Funded 12-week training program beginning February 25th offered in Perkasie by Bucks County Community College. For more information: Bridget Hughes; 267-685-4884 / bridget.hughes@bucks.edu

Industrial Maintenance Training – Grant Funded 12-week training program offered in Doylestown. For more info: Bridget Hughes; 267-685-4884 / bridget.hughes@bucks.edu

GED/High School Equivalency Prep Program Information: Classes held in Perkasie and Bristol. For more information: G. Jay Francis, ABLE Program Coordinator 215-258-7757 / g.jay.francis@bucks.edu

In School Youth Program: Grant funded career and college pathway program for high school seniors. Program starts January 28th for Upper Bucks Technical School, Pennridge High School, and William Tennent High School. For more information: Robert Zirkle, 215-258-7734 / mary.reshetar@bucks.edu, or visit @BucksYouthWF on Facebook.

Out of School Youth Program: Provides a variety of transitional programs for young adults age 16-24 for GED, paid internships, apprenticeships, on the job trainings, job readiness and job search assistance. Contact Amanda at 215-781-2273, x 2273.

BUREAU OF WORKFORCE PARTNERSHIP AND OPERATIONS VETERAN SERVICES: Veteran services are available to assist veterans in securing employment and training. For more information; Gerardo Suarez; 215-781-1073 x 2229/ gsuarez@pa.gov

JOB CORPS: No cost education and vocational training program administered by US Department of Labor helping young people age 16-24. Gail White: 215-985-1650.

PA OFFICE OF VOCATIONAL REHABILITATION – Offers services to qualified individuals with disabilities to assist them to prepare for, enter or retain employment. For more information, 1-800-221-1042 or www.dli.state.pa.us Keyword: OVR

VITA EDUCATION SERVICES: Vita offers free basic education programs tailored to the individual needs of the adult learner; Basic Literacy, Pre-GED and GED, English as a Second Language, Family Literacy and Decisions for Living. www.vita.education.org/215-345-8322.

Resume Critique: Email your resume, preferably in Word format, to hselig@edsolutions.com

Additional Workshops and Programs are available at our main office located at 1260 Veterans Highway, Bristol, PA 19007; 215-781-1073.

Inclement weather-Please contact 215-258-7755 to confirm the college is open.