

Phone: 215-781-1073

Phone: 347-308-5002

Monday-Friday 8:00AM-4:30PM



Workshops and Hiring Events

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Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
Online workshops require a Zoom account. This can be downloaded or accessed through the website Zoom.us . Invitation and instructions will be sent via email prior to workshop.			<i>Information Session: PA Liquor Control Board 9:00AM (See back for details)</i>	<i>Hiring Event: YMCA of Bucks County 10:00AM (see back for details)</i>
5	6	7	8	9
Word I 9:00-11:00 General Orientation 9:30-10:30 <i>Hiring Event: Eastern Manufacturing 10:00-12:00 (See back for details)</i> Writing A Cover Letter 1:00-2:00	Word II 1:00-3:00	Job Search Strategies & Techniques 8:30-10:00 Networking Now 2:00-4:00 "Start Retirement Planning" General Orientation 2:00-3:00		Ace the Interview/Video Interviewing 10:00-11:00
12	13	14	15	16
Closed Columbus Day Observed	Tapping Into the Hidden Job Market 10:00-12:00 Marketing Yourself 1:00-2:00	Job Search Strategies & Techniques 8:30-10:00 General Orientation 2:00-3:00	<i>Hiring Event: New Age Industries 10:00-12:00 (See back for details)</i>	
19	20	21	22	23
Monday Excel I 9:00-11:00 General Orientation 9:30-10:30 Cut Your Job Search by 50% 1:00-2:00 Applicant Tracking System 2:00-4:00	Excel II 1:00-3:00	Job Search Strategies & Techniques 8:30-10:00 Networking Now 2:00-4:00 "Overcoming Age Discrimination" General Orientation 2:00-3:00		Modern Interviewing/Video Interviewing 10:00-11:00
26	27	28	29	30
Power Point I & II 9:00-11:00 General Orientation 9:30-10:30 Computer Basics I & II/Open Lab 1:00-3:00 LinkedIn 2:00-4:00	Excel III 1:00-3:00	Job Search Strategies & Techniques 8:30-10:00 General Orientation 2:00-3:00	Resume	

All virtual workshops are provided at no cost.

Online Registration required - Sign up from the events page on the PA CareerLink® Website (www.pacareerlink.pa.gov)

Virtual Workshops are available on a "One on One" basis. Please contact a PA CareerLink® Representative at 215-781-1073

PA CareerLink® Bucks County will *now* be providing *virtual* workshops via *ZOOM*

Networking Now: October 7th and 21st 2:00-4:00PM

Virtual COMPUTER 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 1. 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; use paste special and format painter; format paragraphs and pages; bullet lists and columns; insert headers and footers, page numbers, tabs, tab stops and symbols; find and replace and tables. Word 2016. Please register www.pacareerlink.pa.gov

Virtual Job Search Assistance Workshops

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. Register at www.pacareerlink.pa.gov

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

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. Can create a cover letter during the workshop. Register at www.pacareerlink.pa.gov

Job Search Strategies and Techniques: Make your job search as efficient and effective as possible. Learn tips on being organized, efficient, using social media effectively, navigating the ATS and skills critical for today's job search. Register at www.pacareerlink.pa.gov

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

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

LinkedIn Workshop: Providing guidance in developing personal accounts and how to utilize with your current job search. Register at 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. 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 and the importance of follow-up including tips on how to interview virtually. Please register at www.pacareerlink.pa.gov

Virtual Job Fairs

PA Liquor Control Board: October 1st, 9:00AM; To register for this session apply online www.pacareerlink.pa.gov using job posting number **14259387**. For more information please email Mike Spinka, mspinka@buckscareerlink.org

YMCA Of Bucks County: October 2nd, 10:00AM; Teachers, Assistant Teachers, Day Care Staff. To set up a virtual interview apply online www.pacareerlink.pa.gov using job posting number **14284438**. For more information please email Mike Spinka mspinka@buckscareerlink.org

Eastern Manufacturing: October 5th, 10:00-12:00PM; Assembler, Material Handler, General Set-Up Operator. To set up a virtual interview apply online www.pacareerlink.pa.gov using job posting numbers **14239891, 14239887 & 13863877** For more information please email Tom DeYoung tdeyoung@buckscareerlink.org

New Age Industries: October 15th 10:00-12:00; Multiple positions available. To Set up a virtual interview apply online www.pacareerlink.pa.gov using job posting number 14284456. For more information please email Tom DeYoung tdeyoung@buckscareerlink.org

PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

JOB CORPS: Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. Contact Gail White for more information at 215-985-1650

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 gsuarez@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, 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 age 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 contact avogelman@buckscareerlink.org

How to Register for *virtual* workshops

- Sign into your account on PA CareerLink®
- Select **EVENTS** on tool bar and click on "**Search Events**"
- Scroll down and select **Bristol** (on left side of screen) to view calendar
- Locate **Workshop** on the Calendar
- Click on **Workshop**
- Click **REGISTER**



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