



A proud partner of the American Job Center network



Bucks County Office Center  
 1260 Veterans Highway  
 Bristol, PA 19007  
 Phone: 347-308-5002  
 Phone: 215-781-1073  
 TTY: 215-781-9553  
 Fax: 215-781-1074  
 Mon-Fri 8:30-4:00PM

BCCC-Upper Campus  
 1 Hillendale Road  
 Perkasie, PA 18944  
 215-258-7755 (Office)  
 Mon-Fri 8:30-4:00pm

# January 2021

## Virtual Workshops & Hiring Events

Monday	Tuesday	Wednesday	Thursday	Friday
				1
Online workshops require a <b>Zoom</b> account. This can be downloaded or accessed through the website <a href="https://zoom.us">Zoom.us</a> . Invitation and instructions will be sent via email prior to workshop				Closed <b>HAPPY NEW YEAR</b>
4	5	6	7	8
Virtual General Orientation 9:30-10:30 Word I 10:00-12:00 Preparing for Your 2021 Job Search-New Beginnings 1:30-2:30	Writing a Cover Letter 10:00-11:00 Word II 1:00-3:00	Virtual Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual General Orientation 2:00-3:00 <i>Networking Now 2:00-4:00 "Job Search Rules &amp; The Ones You Should Be Breaking"</i>		
11	12	13	14	15
Virtual General Orientation 9:30-10:30 Excel I 10:00-12:00 Power Point I & II 1:30-3:30	Networking Like A Pro 10:00-12:00 Excel II 1:00-3:00	Virtual Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 <i>Virtual Hiring Event: Eastern Manufacturing 10:00AM (see back for details)</i> Virtual General Orientation 2:00-3:00		Ace the Interview/Video Interviewing 10:00-11:00 Market Yourself 1:00-2:00
18	19	20	21	22
Closed Martin Luther King Jr Day Observed	Modern Interviewing/Video Interviewing 10:00-11:00 Excel III 1:00-3:00	Virtual Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 Virtual General Orientation 2:00-3:00 <i>Networking Now 2:00-4:00 "Emotional Intelligence"</i> LinkedIn 2:15-4:00		
25	26	27	28	29
Virtual General Orientation 9:30-10:30 ATS (Applicant Tracking System) 2:15-4:00		Virtual Job Search Strategies & Techniques 8:30-10:00 Virtual Resume Revival 10:00-12:00 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](http://www.pacareerlink.pa.gov))  
Virtual Workshops are available on a "One on One" basis. Please contact a PA CareerLink® Representative at 347-308-5002 or 215-781-1073

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

**Networking Now:** January 6<sup>th</sup> "Job Search Rules & The Ones You Should Be Breaking" (2:00-4:00 PM) January 20<sup>th</sup> "Emotional Intelligence"

### 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.pacareerlink.pa.gov)

**Preparing for Your 2021 Job Search-New Beginnings:** Career Tips for 2021 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Resume Revival:** Assistance in updating and formatting your resume during this workshop. Register at [www.pacareerlink.pa.gov](http://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](http://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](http://www.pacareerlink.pa.gov)

**Modern Interviewing/Video Interviewing.** Learn modern interviewing techniques that focus on behavioral questions. Register at [www.pacareerlink.pa.gov](http://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](http://www.pacareerlink.pa.gov)

**LinkedIn Workshop: LinkedIn Workshop:** Providing guidance in developing personal accounts and how to utilize with your current job search. Register at [www.pacareerlink.pa.gov](http://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](http://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](http://www.pacareerlink.pa.gov)

### Virtual Hiring Events

**Virtual Hiring Event: Eastern Manufacturing; January 13th 10:00AM.** Assembler and Material Handler  
Please apply online [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) For more information contact Tom DeYoung 215-781-1073 ext. 2227  
[tdeyoung@buckscareerlink.org](mailto: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](http://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](mailto: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](http://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](mailto: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 (on left side of screen and select Bristol
- Locate **Workshop** on the Calendar
- Click on **Workshop**
- Click **REGISTER**



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PA CareerLink® Bucks County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.