


# JANUARY WORKSHOPS

**Online** 

## How to Register for Workshops on PA CareerLink®

- Visit  [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)
- Log in to your account (or create a new account if you're new).
- From the dashboard, click "Events" in the top menu.
- Select "Workshops" to view upcoming sessions.
- Find the workshop you'd like to attend and click "Register."
- You'll receive confirmation and details right in your account.

| Times              | Monday                         | Tuesday   | Wednesday   | Thursday                              | Friday                             |
|--------------------|--------------------------------|---|---|---------------------------------------|------------------------------------|
| 9 A.M. to 10 A.M.  | Networking Online              | PA CareerLink® & WIOA Overview                        | The S.T.A.R. Method                                     | Steps to a Successful Interview       |                                    |
| 10 A.M. to 11 A.M. | Customer Service Essentials    | Stress Management for Work and Home                   | Creating an Effective Cover Letter                      | Understanding ATS                     | Succeeding on Pre-Employment Tests |
| 12 P.M. to 1 P.M.  | Resume Revival                 | SkillUp™ PA Overview                                  | PA CareerLink® & WIOA Overview                          | Navigating the PA CareerLink® Website | Interviewing Basics                |
| 1 P.M. to 2 P.M.   | High Priority Occupations      | Budgeting Without Fear: What to Know and How to Begin | Utilizing A.I. in Your Job Searching                    | Virtual Interviewing                  |                                    |
| 2 P.M. to 3 P.M.   | Completing Online Applications | Learn About Apprenticeships                           | Effective Workplace Communication and Managing Conflict | Resume Revival                        | SkillUp™ PA Overview               |

*Essential Workshops • Same Times • Every Week*

PA CareerLink® is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Carrie Symes Equal Opportunity Officer: 1174 Elk St. PO Box 831, Franklin PA 16323 (814)758-0659 or 711.