

*****WORKSHOP REGISTRATION IS RECOMMENDED to attend the following PA CareerLink® Sessions***
Register for workshops by calling (610) 437-5627, ext. 260, or by stopping at the Reception Desk**

Ace the Interview (2 hours) This workshop will review the role of interview preparation, the skills necessary to confidently conduct an interview, and the follow-up process.

Barriers to Education (1 hour) Identify potential barriers to education and how to overcome them.

Big Interview (1 hour) Practice your interviewing skills once you learn the features of the “Big Interview” system on JobGateway®

Career Exploration with O’Net (1 hour) Attend this workshop if you are considering a career change or are uncertain of career or school choices.

Career Pathways: Educational Opportunities for the Unemployed (1 hour) Know where you want to go but not sure how to get there? Attend this workshop to learn about Career Pathways and how each step on your pathway will take you closer to your goal.

Funding Education/FAFSA (1 hour) Confused by the application process for financial aid? Interested in learning about federal and state grants, loans, scholarships, and free tuition offers? EOC staff will assist you with the FAFSA application.

Introduction to Healthcare Careers (3 hours) In this two-part series, explore a career path and develop a plan for achieving your education and career goals in the health field.

Job Search for the Mature Worker (1½ hours) This workshop addresses issues common to the job seeker “of a certain age”. Learn what it takes to overcome the negative stereotype of the “older worker”.

Landing a Job with a Criminal Record (2 hours) Topics to be covered include: preparing applications and resumes with a previous offense, evaluating skills and abilities, and conducting an effective job search.

Resume Writing 101 (2 hours) Job seekers will receive instruction on how to create an effective resume

Time to Explore a New Career? – Opportunities in the Lehigh Valley (2 hours) Learn about the career possibilities and the skills needed to enter or move up in one of the valley’s high priority occupations.

TORQ Workshop: How to Identify Transferrable Skills (1½ hours) Learn how to utilize the TORQ feature on Job Gateway® to capture the full range of skills you’ve attained through your work history and education. Explore alternative occupations based on those skills, as well as analyze any skill gaps.

***WIOA (Workforce Innovation and Opportunity Act) Career Services INFORMATION SESSION** (2 hours)

Learn about the specific eligibility requirements for the employment and training services available through WIOA.

***** WORKSHOP REGISTRATION IS NOT REQUIRED for the following PA CareerLink® sessions*****

Ask the LANTA Rep - Bus route questions will be answered and a demonstration of the online route finder will be given.

Computer Basics (1½ hours) Get basic computer knowledge to help with your job search.

Financial Literacy (1 hour) Learn the basics of banking and the tools and services available to help manage your money.

Hot Jobs! (1/2 hour) Up-to-date job leads of who’s hiring who in the Lehigh Valley.

Intermediate Excel (2 hours) Learn Excel beyond the basics. Explore how to enter and format data, add gridlines, headers, and footers to printouts. Adjust page breaks and change scaling as necessary. Create and enhance charts for reports. Use Sparklines. Insert and format ClipArt. Work with Pivot Tables.

Keyboarding Lab (1½hours) This lab is for someone with little or no computer experience who needs to learn or needs time to practice using a computer keyboard and a mouse.

KeyTrain (2½ hours) Slots are limited and available on a first come, first served basis. Register with receptionist up to 1 hour prior to session start time.

***LVP-Lehigh Valley Professionals** (2 hours) www.lvprofessionals.org Members meet weekly to network with each other for employment. Membership requires a Bachelor’s degree or higher or five years in a role that typically requires a Bachelor’s degree or higher.

MS Excel 2010 (2 hours) Learn the basics of Excel: introduction; the ribbon, worksheet basics, entering and editing data, formatting, working with rows and columns, simple formulas. **You must be familiar with the mouse and keyboard to attend this workshop.**

MS Word 2010 (2 hours) Learn the basics of Word: introduction, the ribbon, formatting, text basics. **You must be familiar with the mouse and keyboard to attend this workshop.**

Microcredentials in Manufacturing (1 hour) Information on a free program providing industry-approved certifications for careers in manufacturing!

North Penn Legal - “How to Overcome Barriers to Employment” - What you need to know about expungements, pardons, and other barriers to employment.

Perfect Fit Workshop Series (2 hours) Valuable tips and tricks to capture your dream job, including professional etiquette and networking.

PPL Energy Tips(1 hour) Receive tips on energy efficiency, savings, assistance programs, how to detect scams, and more.

Training Provider Fair - Meet with school representatives to explore career options and available training programs

Workforce Solutions (2 hours) Interactive workshops are presented to facilitate clear, effective workplace communications and smart decision making.

Visit www.careerlinklehighvalley.org for additions/updates to this calendar and other valuable information!

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program. An * indicates that a **full** Job Gateway enrollment is required (resume and job preferences). Please arrive 15 minutes prior to the start of the session. Latecomers may need to reschedule.