

**\*\*\*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**

**Career Decision-Making: O'net Interest Inventory** (1 hour) This workshop is for the undecided career changer that is looking for a starting point. The workshop includes an Interest Inventory to identify your Holland Occupational Code. From there, the class looks at the High Priority Occupation List (HPO) as well as other market trends to determine future growth.

**Financial Aid for Higher Education** (1 hour) Everything you need to know about paying for college: FAFSA, PHEAA, scholarships, and educational incentives. Financial literacy is also discussed.

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

**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" and how to handle being "overqualified".

**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.

**Matching Your Skills to a New Career** (1 hour) This workshop discusses how to take your current skills, abilities, and education and transfer them to new careers that are in demand. Discussions will include: training options, high priority careers, and who is hiring.

**Resume Writing 101** (2 hours) Job seekers will learn how to create a resume that will rise to the top of the pile.

**TORQ Workshop: How to Identify Transferrable Skills** (1.5 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\*\*\***

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

**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.

**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.

**JOBS FOR YOU!** (1/2 hour) Up-to-date job leads of who's hiring whom in the Lehigh Valley.

**JobGateway Explored** (1 hour) Features of JobGateway that you never knew existed! Events, resources, training opportunities, jobs, tracking your job search, skills assessments, interviewing – it's all there! Find out where!

**Keyboarding Lab** (1½ hours) 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](http://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.

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

**Microsoft Excel I** (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.**

**Microsoft Word I** (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.**

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

**Opportunities for Training Overview** (.5 hour) Find out what the Lehigh Valley has to offer for training to further or enhance one's career.

**Perfect Fit Workshop Series** (1.5 hours) Valuable tips and tricks to capture your dream job, including professional etiquette and networking.

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

**Workforce Solutions** (1 hour) Interactive workshops are presented to facilitate clear, effective workplace communications and smart decision making.

**Visit [www.careerlinklehighvalley.org](http://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.