

Register for workshops by calling (610) 437-5627, ext. 263, or by stopping at the CRC Greeter's Desk

Basic PA CareerLink® Workshops

Registration needed:

ABLE-ADULT BASIC LEARNING EXAM (1 1/2 hours) **PHOTO ID REQUIRED**

Assess your Math and Reading grade level for training or employment. No calculators permitted.

BASIC COMPUTER (2 hours)

Learn to use a "mouse", ways of moving around the computer screen and an introduction to MS Word.

BUDGET BASICS (1hour)

Learn how to get more from your money; prepare a monthly plan and track daily expenses.

CAREER CRUISING (1 1/2hours)

Use this online career guidance system to find the right career, explore training options and build your personal portfolio.

CAREER EXPLORATION (2 hours)

Attend this workshop if you are considering a career change or you are uncertain of your career or school choice.

Take an interest survey to identify your interests and then match them to training programs and jobs.

CAREER PATHWAYS- Education 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.

CLASES BÁSICA DE COMPUTADORAS EN ESPAÑOL (1 1/2 hora)

Como usar el teclado y el ratón, Introducción básica a Microsoft Word.

CREDIT SMART (1 hour)

Learn how credit works, its impact on your employment eligibility and what is reportable.

EXCEL part 1 and part 2 (each 1 3/4 hours) **Must know Microsoft Word**

Learn the basics of Excel: navigate, input data, introduction to formulas, and format text, numbers, rows and columns.

FUNDING EDUCATION /FAFSA (1 1/2 hours)

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 process.

MICROSOFT WORD (2 hours) **Must have some previous computer experience!**

This session will review basic Word techniques and further your understanding of its usage.

POWER POINT INTRODUCTION (1 ½ hours)

Learn the basic applications of Power Point including navigation, slide layout and design, text functions, inserting images, copy & paste, animation and transition.

WinWay RESUME (1 1/2 hours)

Attend this computer workshop to learn how the WinWay software can be used to enhance your résumé.

***Intensive PA CareerLink® Workshops**

Registration required: " * " Indicates that a **full** CWDS enrollment is required (resume and job preferences)

***JOB AND LABOR MARKET** (3 hours) formerly Work Connections and Job & Labor Market Session

Review your work experience to identify skills, abilities and knowledge and select action verbs and keywords to strengthen your CWDS and Word resumes. Learn about Lehigh Valley trends in demand occupations and what's important for today's job search

***WIA (Workforce Investment Act) Information Session** (2 hours)

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

Additional PA CareerLink® Information Sessions

Registration is not required:

"ASK THE UC REPRESENTATIVE" (45 minutes)

Do you have a general UC question, confused about the work search requirements, or would like to have someone review your work search activity log? Plan to attend this session for first hand information from a UC Representative.

***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.

RESUME REVIEW (stop in and register during times listed)

Community volunteers will offer short one-on-one sessions to review your resume and offer helpful suggestions on content and format. Please check with the CRC Information Desk for possible changes and availability of appointment slots.

TRAINING INFORMATION FAIR (drop in during times listed)

Training providers will be on hand to discuss training opportunities in several career fields.