

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..

AVOIDING SCAMS & FRAUD (1 hour)

Learn how to recognize the tricks of a con artist and the tell-tale warning signs of a scam.

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.

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

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

CREATING WEALTH: Stocking up for the long haul (1 HOUR)

Discover how, by investing, you will be able to put the power of compounding to work for you. Risk, diversification, and asset allocation are discussed in the program.

CREDIT SMART (1 hour)

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

EXCEL #1 (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..

INTERNET JOB SEARCH (2 hours) **An established professional email account is required for this workshop!**

Learn about the World Wide Web. This session will teach Internet usage, how to attach a file to your email account, attach a document, post your resume to a job board and discuss online applications.

INTERVIEWING SECRETS (1½ hour)

Take the mystery out of interviewing with a well prepared interview approach. The presenter will reveal interviewing skill "secrets" with a step by step process from arrival to departure

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

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

RESUME REVIEW (stop in and register during times listed)

One-on-one session to review your resume and receive helpful suggestions on content and format.

SCHOOL CHOICE/CAREER MATCH (2 hours)

Learn how your work personality is related to your selection of post secondary training.

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 SESSION** (1 1/2 hours)

Find out where the jobs are in the Lehigh Valley. Learn about Lehigh Valley trends in demand occupations.

Be prepared by bringing your updated work history and educational information.

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

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

***WORK CONNECTIONS** (3 hours)

Learn what's important for today's job searching. Review your work experience to identify skills, abilities and knowledge; and select action verbs and keywords to strengthen your CWDS and Word resumes.

Additional PA CareerLink® Information Sessions

Registration is not required:

***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.

TRAINING INFORMATION FAIR (drop in during times listed)

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