

## Workshop Schedule – December 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>All workshops are FREE and open to the public. Must pre-register – call front desk at 570-988-7300 or register on-line at <a href="http://www.jobgateway.pa.gov">www.jobgateway.pa.gov</a> Please call to cancel if unable to attend.</i></p>	<p><b>1</b></p> <p><i>Application Tips/On-Line Applications 9:30-11:30</i></p> <p>.....</p> <p><i>WorkKeys® Orientation and Placement 12:30-2:30</i></p>	<p><b>2</b></p> <p><i>Developing a Résumé 9:30-11:30</i></p> <p>.....</p> <p><i>Résumé Lab 12:30-2:30</i></p>	<p><b>3</b></p> <p><i>Cover Letters and Lab 9:30-11:30</i></p> <p>.....</p> <p><i>Interview with Confidence 12:30-2:30</i></p>	<p><b>4</b></p> <p><i>Intro to Computers 9:30-11:30</i></p> <p>.....</p> <p><i>Open Lab 12:30-2:30</i></p>
<p><b>7</b></p> <p><i>Job Connections: “12 Common Mistakes in Resume Writing”: 11:00-12:00</i></p> <p>.....</p> <p><i>Smart Start to Finding a Job 12:30-2:30</i></p>	<p><b>8</b></p> <p><i>WorkKeys® Orientation and Placement 9:30-11:30</i></p> <p>.....</p>	<p><b>9</b></p> <p><i>Developing a Résumé 9:30-11:30</i></p> <p>.....</p> <p><i>Conserving to Save 12:30-1:30</i></p> <p>.....</p> <p><i>Résumé Lab 12:30-2:30</i></p> <p>.....</p> <p><i>Financial Aid for Education 1:00-2:30</i></p> <p>.....</p> <p><i>Basic Budgeting 3:00-4:00</i></p>	<p><b>10</b></p> <p><i>Cover Letters and Lab 9:30-11:30</i></p> <p>.....</p> <p><i>Interview with Confidence 12:30-2:30</i></p>	<p><b>11</b></p> <p><i>Open Lab 9:30-11:30</i></p> <p>.....</p> <p><i>Intro to Microsoft Word 12:30-2:30</i></p>
<p><b>14</b></p> <p><i>Mock Interviews 9:30-11:30</i></p> <p>.....</p> <p><i>Job Connections: “Proper Techniques for Following up on Your Applications/Interviews” 11:00-12:00</i></p> <p>.....</p> <p><i>Smart Start to Finding a Job 12:30-2:30</i></p>	<p><b>15</b></p> <p><i>WorkKeys® Orientation and Placement 9:30-11:30</i></p> <p>.....</p> <p><i>Civil Service &amp; Government Applications 9:30-11:30</i></p> <p>.....</p> <p><i>Application Tips/On-Line Applications 12:30-2:30</i></p>	<p><b>16</b></p> <p><i>Developing a Résumé 9:30-11:30</i></p> <p>.....</p> <p><i>Résumé Lab 12:30-2:30</i></p> <p>.....</p> <p><i>Basic Budgeting 1:00-2:00</i></p> <p>.....</p> <p><i>Winterization 2:00-3:00</i></p> <p>.....</p> <p><i>Kids and \$\$\$ 3:00-4:00</i></p>	<p><b>17</b></p> <p><i>Careers in Caring 9:30-11:30</i></p> <p>.....</p> <p><i>Cover Letters and Lab 9:30-11:30</i></p> <p>.....</p> <p><i>Interview with Confidence 12:30-2:30</i></p> <p>.....</p> <p><i>Word II 2:30-4:00</i></p>	<p><b>18</b></p> <p><i>Intro to Microsoft Excel 9:30-11:30</i></p> <p>.....</p> <p><i>Open Lab 12:30-2:30</i></p>
<p><b>21</b></p> <p><i>Mock Interviews 9:30-11:30</i></p> <p>.....</p> <p><i>Job Connections: Presenter CAA “Employers and Your Credit” 11:00-12:00</i></p> <p>.....</p> <p><i>Smart Start to Getting a Job 12:30-2:30</i></p>	<p><b>22</b></p> <p><i>WorkKeys® Orientation and Placement 9:30-11:30</i></p> <p>.....</p>	<p><b>23</b></p> <p><i>Developing a Résumé 9:30-11:30</i></p> <p>.....</p> <p><i>Résumé Lab 12:30-2:30</i></p> <p>.....</p> <p><i>ID Theft 1:00-2:00</i></p> <p>.....</p> <p><i>Basic Budgeting 2:00-3:00</i></p>	<p><b>24</b></p> <p><i>Cover Letters and Lab 9:30-11:30</i></p> <p>.....</p>	<p><b>25</b>    <b>CLOSED</b></p> <div data-bbox="1759 1024 2003 1271" data-label="Image"> </div>
<p><b>28</b></p> <p><i>Mock Interviews 9:30-11:30</i></p> <p>.....</p> <p><i>Job Connections: “How to Prepare Your Reference Page and References” 11:00-12:00</i></p> <p>.....</p> <p><i>Smart Start to Getting a Job 12:30-2:30</i></p>	<p><b>29</b></p> <p><i>WorkKeys® Orientation and Placement 9:30-11:30</i></p> <p>.....</p> <p><i>Excel II 12:30-2:30</i></p>	<p><b>30</b></p> <p><i>Developing a Résumé 9:30-11:30</i></p> <p>.....</p> <p><i>Résumé Lab 12:30-2:30</i></p> <p>.....</p> <p><i>Basic Budgeting 1:00-2:00</i></p> <p>.....</p> <p><i>PPL E-PowerWise 2:00-3:00</i></p> <p>.....</p> <p><i>Wasteful Spending 3:00-4:00</i></p>	<p><b>31</b></p> <p><i>Interviewing with Confidence 9:30-11:30</i></p> <p>.....</p>	<p><b>225 Market Street, Third Floor, Rear Sunbury, PA 17801 Phone: 570—988-7300 Hours: Mon, Tues, Thurs. Fri 8:30-4:30 Wed 9:00-4:30</b></p>