

PA CareerLink® Delaware County at Chester City

701 Crosby Street, Suite B

Chester, PA 19013

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www.cwds.state.pa.us

Mon-Fri 8AM-4PM

JANUARY 2012

UPDATE #1

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday New Year's Day Office Closed	3 Pathways Adult Education Class 9:00 AM - Noon Job Corps Residential 10:00 AM Pathways Adult Education Class 1:00-3:30	4 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	5 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	6
9 Identifying Your Skills Workshop 9:30-11:30 Hispanic Resource Center Representative 1:30-3:30 Orientation 10:00-11:30	10 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	11 Pathways Adult Education Class 9:00 AM - Noon Goodwill Job Club 10:00 AM-Noon (CD) Pathways Adult Education Class 1:00-3:30	12 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30 Resume Writing Workshop 1:30-3:30	13 Employment Success Strategies Workshop 9:30-11:30
16 Holiday Martin Luther King, Jr. Office Closed	17 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Job Corps Residential 10:00 AM Pathways Adult Education Class 1:00-3:30	18 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Healthcare Career Opportunity Workshop 9:30-11:00 Orientation 10:00-11:30 Pathways Adult Education Class 1:00-3:30	19 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	20 Interviewing Workshop 9:30-11:30 State Civil Service Commission Workshop 1:30-3:30
23 Hispanic Resource Center Representative 9:30-Noon Orientation 10:00-11:30	24 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	25 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30 Ten Steps To A Federal Job Workshop 1:30-3:30	26 Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	27 Job Spidering Workshop 1:30-3:00
30 Orientation 10:00-11:30 "Linked In" to Social Networking Workshop 1:30-3:30	31 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	February 1 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	February 2 PC Workshop 9 AM - Noon Pathways Adult Education Class 9:00 AM - Noon Pathways Adult Education Class 1:00-3:30	

Learn more about the services offered at PA CareerLink® Delaware County@Chester City and register for an Orientation. This workshop is held every Monday from 1:30-3:30pm. Call 610.447.3350 to schedule one today! All workshops require pre-registration.

Professional Skill Development

Identifying Your Skills

Do you need help identifying and articulating your skills? Come to this workshop to do an in-depth assessment of your transferable skills and identify your preferred skill sets.

Employment Success Strategies

Having difficulty with your job search? Learn how to organize your job search, the most effective employment exploration methods, networking basics, and tips for on-line applications.

Resume Writing Workshop

Do you need to create a resume or update an existing one? Learn how to write a resume that accurately reflects your skills, abilities and experience in relation to your career goals. Knowledge of Microsoft Word (how to copy and paste and format paragraphs) and of computers is required. Bringing a flash drive is recommended but not required.

Interviewing Skills

This Workshop will assist you in how to apply interviewing skills that will help you get that job offer. Mock Interviews will be conducted.

Specialized Career Development

Ten Steps To A Federal Job

This 2 hour workshop will give you guidance in applying for Federal positions and explain the Ten Steps To a Federal Job by Kathryn K. Troutman.

Healthcare Career Opportunity

Are you interested in pursuing a career in the Healthcare Industry? Find out where you can get training in Delaware County.

State Civil Service Commission

This workshop will include reviewing open test announcements, the application process, how to schedule a test, types of tests, what happens after testing and test-taking advice and reminders.

Personal Development

Personal Computing (PC) Workshop

This 3 day, 3 hours per day workshop is designed to introduce customers to Personal Computers. Become familiar with terminology, input commands, and understand the keyboard and practice using Microsoft Word.

Pathways Adult Education

This workshop offers GED Preparation including Math, Reading, and English Skills along with Essay Writing. For more information call 610-543-5022.

Job Spidering

Need assistance with your job search? Tired of seeing the same jobs posted on different job search websites. This workshop will enhance your job search efforts and allow you to save time. You will have the opportunity to apply for a job during this workshop. Please bring your resume on a flash drive or floppy disk.

Linked Into Social Networking

This 2 hour workshop will give you an insight on how social network sites, such as Linked In, Facebook, or Meetup.com can help lead to employment and career advancement. You will have the opportunity to create your own "Linked In" page.

Equal Opportunity Employer/Programs, auxiliary aids and services are available upon request to individuals with a disability.

PA CareerLink® Delaware County Partners: Bureau of Workforce Development Partnership, Delaware County Chamber of Commerce, Delaware County Assistance Office, Delaware County Community College, Delaware County Office of Employment and Training, Goodwill Industries, Office of Vocational Rehabilitation, Council of Three Rivers, Veterans Services