

May 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 1 pm: Discovering Your Career Path 3 pm: WIOA Orientation	2 1 pm: WIOA Orientation	3 8:00 am: How to Enter Job Searches on CWDS & Simple CWDS Navigation
6	7 10 am: WIOA Orientation 1 pm: Resume Writing	8 3 pm: WIOA Orientation	9 10 am: Job Club 1 pm: WIOA Orientation	10
13	14 10 am: WIOA Orientation 1 pm: Stress Management	15 1 pm: How to Attract Veteran Talent (Virtual Only) 3 pm: WIOA Orientation	16 1 pm: WIOA Orientation	17 9 am: How to Apply & Navigate the Federal Employment Website
20	21 10 am: WIOA Orientation 12 pm: Wellness to Work: Mindfulness (Virtual Only) 1 pm: People Skills	22 3 pm: WIOA Orientation	23 10 am: Job Club 1 pm: WIOA Orientation	24
27 <i>Memorial Day</i> OFFICE CLOSED	28 10 am: WIOA Orientation 10 am: LCCC Adult Education Program Virtual Open House 1 pm: Ace the Interview	29 3 pm: WIOA Orientation	30 1 pm: WIOA Orientation	31

LOCATION:
32 East Union Street
Wilkes-Barre, PA 18701
PHONE: 570-822-1101
FAX: 570-826-2443
TTY: 570-826-2438

BUSINESS HOURS:
Mon/Tues/Thurs/Fri
8:00 am- 4:30 pm
Wednesday
9:30 am- 4:30 pm

www.pacareerlink.pa.gov
www.careerlinkwilkesbarre.org

How to Register for Events

- To register for events, log in to your PA CareerLink® account at www.pacareerlink.pa.gov and select the EVENTS tab on your PA CareerLink® Dashboard, then select “Search Events”.
- Navigate through the calendar and click on the event you are interested in attending. Select the “Register” button to register for the event.
- If you have registered to attend a virtual event you will receive an email with the Zoom link the morning of the event. For virtual workshops internet access is required.

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VIRTUAL RESOURCE CENTER

To visit our Virtual Resource Center go to www.careerlinkluzerne.org, select a location, point to the PROGRAMS tab, and select VIRTUAL RESOURCE CENTER in the JOB SEEKERS section. Engage in workshop presentations, utilize online tools and resources, as well as follow helpful links.

EVENT DESCRIPTIONS

ACE THE INTERVIEW: Learn helpful resources to aid in preparing for your next job interview.

DISCOVERING YOUR CAREER PATH: This workshop includes a PowerPoint presentation designed for individuals going through a period of transition, who are researching themselves and the workforce in order to make a well-informed career change.

HOT JOBS IN THE BUILDING & TRADES INDUSTRY: Information on opportunities posted on the PA CareerLink® website in the Building & Trades industry in the Wilkes-Barre area.

HOW TO ATTRACT VETERAN TALENT: Join us online as we discuss methods to recruit and retain Veterans for your business!

JOB CLUB: Meet with other job seekers and workforce professionals in this networking meeting designed to share experiences and tips through the job search process.

HOW TO APPLY & NAVIGATE THE FEDERAL EMPLOYMENT WEBSITE: Join us to learn how to create an account, navigate, and apply for federal employment opportunities on www.usajobs.gov.

HOW TO ENTER JOB SEARCHES ON CWDS & BASIC CWDS NAVIGATION: Basic navigation of the PA CareerLink® website.

LCCC ADULT EDUCATION PROGRAM VIRTUAL OPEN HOUSE: Learn more about obtaining your GED. To register please call the PA CareerLink at 570-822-1101.

PEOPLE SKILLS: Learn the difference between hard skills & soft skills and how to develop a solution-oriented attitude.

RESUME WRITING: Learn how to write a professional-looking resume.

STRESS MANAGEMENT: Learn how to understand and manage job search stress.

WELLNESS TO WORK: MINDFULNESS: Learn simple ways to be more present in your daily activities, reduce stress, find balance, and improve your overall sense of well-being.

WIOA ORIENTATION: This presentation informs customers how the Workforce Innovation & Opportunity Act Program assists job seekers access employment, education, training, and supportive services to succeed in the labor market and match employers with workers.