

July 2024



MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
1		2	10:30 am: WIOA In-Person Orientation 1 pm: Resume Writing 3 pm: Spanish WIOA In-Person Orientation	3	11:30 am: Ace the Interview	4	 OFFICE CLOSED	5	1 pm: Discovering Your Career Path
8		9	10:30 am: WIOA In-Person Orientation 1 pm: Resume Writing 3 pm: Spanish WIOA In-Person Orientation	10	11:30 am: Ace the Interview	11	9 am: Job Club 11 am: People Skills 1 pm: WIOA In-Person Orientation	12	
15		16	10:30 am: WIOA In-Person Orientation 12 pm: Wellness to Work: Summertime Self -Care (Virtual) 1 pm: Resume Writing 3 pm: Spanish WIOA In-Person Orientation	17	11:30 am: Ace the Interview 1 pm: How to Recruit & Retain Veteran Talent (Virtual)	18	1 pm: WIOA In-Person Orientation	19	9 am: How to Apply & Navigate the Federal Employment Website
22		23	10:30 am: WIOA In-Person Orientation 1 pm: Resume Writing 3 pm: Spanish WIOA In-Person Orientation	24	11:30 am: Ace the Interview	25	9 am: Job Club 11 am: Stress Management 1 pm: WIOA In-Person Orientation	26	
29		30	10:30 am: WIOA In-Person Orientation 1 pm: Resume Writing 3 pm: Spanish WIOA In-Person Orientation	31	11:30 am: Ace the Interview	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.careerlinkwiklesbarre.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.

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 RECRUIT & RETAIN 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.

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: SUMMERTIME SELF-CARE: Self-care activities help to reduce feelings of stress and burnout. Summer is a great time to switch up your routine and learn new ways to incorporate the season into your practice.

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.