


Monday	Tuesday	Wednesday	Thursday	Friday
<p>WEBSITES: www.jobgateway.pa.gov www.cwds.pa.gov To Register For Workshops call 724-728-4860 Ext: 205</p>	<p>1 ✓ 10:30 Intro to Microsoft Word ✓ 10:30 Resume & Cover Letter Workshop</p>	<p>2 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>3 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office On-Site 9:00am to Noon – SNAP (Food Stamp) Outreach Services</p>	<p>4 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>
<p>7 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>8 ✓ 10:30 Intro. to Basic Computer Skills ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>	<p>9 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>10 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>	<p>11 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>
<p>14 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>15 ✓ 10:30 Interviewing & Job Search Techniques Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>	<p>16 ✓ Work Certified™ Training – 8:30am to 3:00pm – at JTBC Office ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>17 ✓ Work Certified™ Training – 8:30am to 3:00pm – JTBC Office</p>	<p>18  Happy St.Patrick's Day !</p>
<p>21</p>	<p>22 ✓ 10:30 Intro. to Basic Computer Skills</p>	<p>23</p>	<p>24 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>25</p>
<p>28 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>29 ✓ 10:30 Resume & Cover Letter Workshop ✓ 10:30 Intro to Microsoft Excel ✓ 12:30 – Re-Entry Resource Workshop</p>	<p>30 ✓ 9:00am-12:00pm “The Basics of Starting Your Own Small Business”</p>	<p>31 724-775-1199 - TTY 724-728-7164 – Fax 724-728-4860 – Phone</p>	<p><i>Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/ Program</i></p>

TGI TUESDAY WORKSHOP DESCRIPTIONS (SEE MONTHLY CALENDAR FOR DATES AND TIMES):

Custom Resume & Cover Letter Workshop – This workshop provides information on how to create a customized resume and cover letter. You will learn the advantages of using various types of resume formats, customizing your cover letters, and preparing a reference list, in addition to creating a targeted Profile/Summary for your resume. O*Net will also be featured to show its value as a job search tool/resource. Attendees will receive helpful information that you can reference and use later to improve your opportunities for employment.

Interview Techniques & Job Search Skills – This workshop provides attendees with strategies to use in preparation for an interview. Topics and activities include role playing, interviewing Do's & Don'ts, and answering/discussing common interview questions. Also included in the presentation will be application preparation, professional development, and post interview follow-up practices and tips.

Intro. to Basic Computer Skills – a general overview of basic computer operations including window, word and excel.

Intro. to Microsoft Office Excel - Learn the basics of Microsoft Excel 2010. Including how to create, format and save Excel spreadsheets.

Intro. to Microsoft Word - Learn the basics of Microsoft Word 2010. Including how to open, format and save documents.

Re-Entry Resources- Resources for Re-Entry into employment. Presented by Domestic Relations of Beaver County and Neighborhood Legal Services Association.

WORK CERTIFIED TRAINING PROGRAM - The two-week training covers every detail of getting employed . . . from dealing with difficult interview questions to body language to avoid in interviews. . .staying employed and much more. A nationally recognized credential is earned at the end of the program. No fee to attend.

STARTING YOUR OWN SMALL BUSINESS - Free Series of 10 Workshops. Offered Monthly Workshop sessions include practical hands-on activities. Learn about others who succeeded in their own small business! Discover if starting a small business is for you. Learn how to develop your niche and be able to sell your business idea.

The Veteran's Benefits Workshop - Gain information that every former Armed Forces Member should know about benefits and services...and *how to access* those benefits... from Dept. of VA, County VA and State Vet. Reps. Presented by PA CareerLink Employment Interview. (Held every other month, see calendar for scheduling)

To register: Call 724-728-4860 Ext 205, sign-up at the Help Desk or sign up on www.jobgateway.pa.gov