

250 East Harmony Street
 Coatesville, PA 19320

610-384-9393 | Fax: 610-384-1699 | TTY: 484-340-3490

Office Hours: Monday thru Friday 8:30 am - 4:30 pm

Monday	Tuesday	Wednesday	Thursday	Friday
		1 PREP 9am	2 CareerLink Orientation 1:30pm	3
6 PREP 9am Coping with Job Loss Workshop - 2pm	7 CareerLink Orientation 1:30pm	8 PREP 9am 10 Indispensable Career Management and Job Search Strategies Workshop - 3pm	9 CareerLink Orientation 1:30pm Job Corps Workshop - 10am	10
13 PREP 9am Workforce Professionals Job Club - 1pm	14 CareerLink Orientation 1:30pm	15 PREP 9am Resume Writing 101 Workshop - 2pm	16 CareerLink Orientation 1:30pm Cover Letter Writing Workshop - 10am	17
20 CLOSED - HOLIDAY PRESIDENTS DAY	21 CareerLink Orientation 1:30pm Art of Networking Workshop - 10am	22 PREP 9am	23 CareerLink Orientation 1:30pm	24 How to Apply for Government Jobs Workshop - 1pm
27 PREP 9am Workforce Professionals Job Club - 1pm	28 CareerLink Orientation 1:30pm Interview Skills Workshop - 10 am	29 PREP 9am Job Spidering Workshop - 2pm		

WORKSHOP DESCRIPTIONS

(All workshops are free of charge, but individuals must register for each workshop by calling 610-384-9393)

CAREERLINK® ORIENTATION - An informational session geared to helping individuals understand services and resources available at CareerLink.. Information includes guidance on self-directed and staff assisted services, including information on how to apply for and access Individual Training Accounts (ITA's). Orientations are offered every Tuesday and Thursday. [Call 610-384-9393 to register.](tel:610-384-9393)

PROFILE RE-EMPLOYMENT PROGRAM (PREP) ORIENTATION - By invitation only. A mandatory informational session for Unemployment Compensation claimants to help them understand the resources available and the benefits of the CareerLink system.

HOW TO CONDUCT A JOB SEARCH IN 2012– Attend this workshop to understand how job hunting has changed in the last few years. Workshop facilitated by Matt Levy of Corner Office Coaching. In this session, Matt shares his “Three A’s”, Understand his keys to a successful career search -- the three “A’s” – Attitude, Activity and Assertiveness.

FULLY OPTIMIZING YOUR LINKEDIN PROFILE - If your LinkedIn profile is generic or ordinary, then you will be invisible to the hiring managers and recruiters that continually mine LinkedIn.” This interactive presentation will show you how to take your profile from invisible to highly visible: Increase Your Profile Views, Get Discovered by Recruiters, Increase Your Connections and Create a Recognizable Brand. Workshop Facilitated by Matt Levy of Corner Office Coaching.

INTERVIEW SKILLS - This workshop provides individuals with guidance on handling the reality of rejection, techniques to overcome negative thinking, and most commonly asked interview questions & answers. Receive tips on what employers expect in the workplace.

COPING WITH JOB LOSS – Facilitated by Family Services of Chester County. Session is geared toward providing individuals tips on how to effectively cope and manage issues related to a loss of employment.

Ten Indispensable Career Management and Job Search Strategies -With many millions unemployed and many more under employed, the “old” methods of finding a job or advancing your career no longer hold true. You cannot simply wait for a headhunter to call you nor can you sit back and apply for jobs online. The odds are stacked against you. Workshop conducted by Matt Levy of Corner Office Coaching.

EFFECTIVE COVER LETTER WRITING - Teaches participants to write a personalized cover letter to gain the attention of the hiring manager. The workshop outlines effective strategies for the composition of both cover and follow-up correspondence. This workshop is facilitated by an HR executive.

USING SOCIAL MEDIA IN YOUR JOB SEARCH –Learn how to use social media to manage and/or enhance your job search by using LinkedIn, Twitter, Blogging and an e-Newsletter. Workshop conducted by Matt Levy of Corner Office Coaching.

RESUME WRITING 101 - A session that is geared to helping assist individuals optimize their marketability by providing tips for improving their resume. Workshop facilitated by an HR executive.

Workforce Professionals Job Club – By invitation only. A workforce professional’s networking group geared toward providing professional job seekers the opportunity to network with other professional job seekers in an effort to facilitate and expedite the job seeking process. Contact Bill Thigpen @ wthigpen@chesco.org for more info.

Job Spidering Workshop – Teaches the participants the variety of websites available to search for jobs, industry occupations, labor market information.

PARTNERS OFFERING SERVICES @ PA CAREERLINK® - CHESTER COUNTY

- Bureau of Workforce Development Partnership (BWDP)
- Workforce Investment Act (WIA) Programs
- PA Office of Vocational Rehabilitation (OVR)
- Financial Stability Center
- Chester County Workforce Investment Board (WIB)
- PA Department of Veteran Affairs
- PA Department of Public Welfare
- Good will Industries
- Chester County OIC – GED Program
- Maternal and Child Health Consortium (MCHC)