







October 2021

Mon	Tue	Wed	Thu	Fri
	**Please contact Joyce or Wendy at 717-485-5131 to register for workshops			1
4	5 GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP 9:00 AM - 10:00 AM	6 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM	7 JOB SEARCHING WORKSHOP 1:30 PM - 2:30 PM	8
11 Office Closed in Observance of Columbus Day 	12	13 TIME MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	14 INTERVIEWING TECHNIQUES WORKSHOP 9:00 AM - 10:30 AM	15 
18	19 STRESS MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	20 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM	21 RESUME WRITING WORKSHOP 1:30 PM - 3:30 PM	22
25	26	27 Career Fair! 9:00 am to 2:30 pm American Legion Ballroom 411 N. 5 th Street McConnellsburg, PA	28 BASIC COMPUTER WORKSHOP 1:30 PM - 2:30 PM	29 
Please Note: Office will be closed October 27, 2021 for our Annual Career Fair. Please come visit us at the Career Fair!				

Business Hours:

Hours: M-F 8:00 am to 4:00 pm

Phone: 717-485-5131

Fax: 717-485-9595

TTY: 717-485-3970

Email: jlynch@emp-trng.org
whoover@emp-trng.org
gwaite@emp-trng.org

**** Visit www.pacareerlink.pa.gov for job postings, career opportunities, events, and more!**



No High School Diploma? Good News!! We offer Equivalency Diploma and Brush-up Classes. No Income Guidelines!

Call Glenda at 717-485-5131 and/or go to www.huntged.org for more details!

*****Flexible scheduling available to accommodate most schedules.**

**** SEE BACK OF CALENDAR FOR WORKSHOP DESCRIPTIONS**

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program.

Workshops/Programs offered by Employment and Training, Inc.

Workshop/Program	Description
Interviewing Workshop	This workshop will assist the customer to prepare for job interviews. The interviewing workshop will provide the job seeker with insight to answering difficult interview questions.
Resume Writing Workshop	This workshop will assist the customer to develop a professional resume, write a career objective, and identify appropriate references.
Time Management Workshop	Attend this workshop to learn how to identify inefficiencies in your daily habits and streamline your routines.
Stress Management Workshop	Identify stress and learn tips and techniques for managing stress.
Civil Service Workshop	This is an informational workshop that will help job seekers understand the procedures required when applying for State Civil Service positions.
Job Searching Workshop	Staff will offer tips on looking for job openings primarily on the internet. We will offer suggestions for completing online job applications.
Basic Computer Workshop	Learn the basic skills in our hands-on workshop. How to use a mouse, basic word processing, Internet, hardware, software and more.
"Getting a Job in Today's Competitive Market" Workshop	This workshop will cover tips on resume writing, labor markets, applications, and interviews.

Please call Joyce or Wendy @ 717-485-5131 to sign up to attend a workshop!