









December 2021

| Mon | Tue | Wed | Thu | Fri |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|  | **Please contact Joyce or Wendy at 717-485-5131 to register for workshops | 1 | 2 JOB SEARCHING WORKSHOP 1:30 PM – 2:30 PM | 3 |
| 6 | 7 | 8 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM | 9 BASIC COMPUTER WORKSHOP 1:30 PM - 2:30 PM | 10  |
| 13  | 14 GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP 1:00 - 2:00 PM | 15 | 16 INTERVIEWING TECHNIQUES WORKSHOP 9:00 AM - 10:30 AM | 17 |
| 20 | 21 TIME MANAGEMENT WORKSHOP 9:30 PM - 10:30 PM | 22 | 23 RESUME WRITING WORKSHOP 1:30 PM - 3:30 PM | 24 Closed in Observance of Christmas  |
| 27 Closed in Observance of Christmas  | 28 | 29 STRESS MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM | 30 JOB SEARCHING WORKSHOP 1:30 PM – 2:30 PM | 31 Closed in Observance of New Year's Day  |

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

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**** 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!