



# November 2022

**Business Hours:**

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

Phone: 717-485-5131

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TTY: 717-485-3970

Email: [jlynch@emp-trng.org](mailto:jlynch@emp-trng.org)

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**\*\* Visit [www.pacareerlink.pa.gov](http://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](http://www.huntged.org) for more details!

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

**\*\*\*Free online courses available!**

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individuals registered with

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Training courses provided through  
the Metrix Learning Portal.

Access your **SkillUp™ PA** account  
at:

<https://southernalleghenies.skillupamerica.org/>

Mon	Tue	Wed	Thu	Fri
<p><b>**Please contact Joyce or Wendy at 717-485-5131 to register for workshops**</b></p>	<p>1</p>	<p>2</p>	<p>3</p> <p><b>CIVIL SERVICE WORKSHOP</b> 1:30 PM - 2:30 PM</p>	<p>4</p>
<p>7</p>	<p>8</p> <p><b>JOB SEARCHING WORKSHOP</b> 9:00 AM - 10:00 AM</p>	<p>9</p> <p><b>INTERVIEWING TECHNIQUES WORKSHOP</b> 9:00 AM - 10:30 AM</p>	<p>10</p> <p><b>BASIC COMPUTER WORKSHOP</b> 9:00 AM - 10:00 AM</p>	<p>11</p> <p>Closed in Observance of <b>Veteran's Day</b></p>
<p>14</p> <p><b>JOB CORPS WORKSHOP</b> 2:00 PM - 3:00 PM</p>	<p>15</p> <p><b>TIME MANAGEMENT WORKSHOP</b> 1:30 PM - 2:30 PM</p>	<p>16</p>	<p>17</p> <p><b>RESUME WRITING WORKSHOP</b> 1:30 PM - 3:30 PM</p>	<p>18</p>
<p>21</p>	<p>22</p> <p><b>STRESS MANAGEMENT WORKSHOP</b> 1:30 PM - 2:30 PM</p>	<p>23</p> <p><b>GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP</b> 1:00 - 2:00 PM</p>	<p>24</p> <p>Closed in Observance of Thanksgiving</p>	<p>25</p> <p>Office Closed</p>
<p>28</p>	<p>29</p> <p><b>BASIC COMPUTER WORKSHOP</b> 9:00 AM - 10:00 AM</p>	<p>30</p> <p><b>CIVIL SERVICE WORKSHOP</b> 1:30 PM - 2:30 PM</p>		

## Workshops/Programs offered by Employment and Training, Inc.

Workshop/Program	Description
<b>Interviewing Workshop</b>	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.
<b>Resume Writing Workshop</b>	This workshop will assist the customer to develop a professional resume, write a career objective, and identify appropriate references.
<b>Time Management Workshop</b>	Attend this workshop to learn how to identify inefficiencies in your daily habits and streamline your routines.
<b>Stress Management Workshop</b>	Identify stress and learn tips and techniques for managing stress.
<b>Civil Service Workshop</b>	This is an informational workshop that will help job seekers understand the procedures required when applying for State Civil Service positions.
<b>Job Searching Workshop</b>	Staff will offer tips on looking for job openings primarily on the internet. We will offer suggestions for completing online job applications.
<b>Basic Computer Workshop</b>	Learn the basic skills in our hands-on workshop. How to use a mouse, basic word processing, Internet, hardware, software and more.
<b>"Getting a Job in Today's Competitive Market" Workshop</b>	This workshop will cover tips on resume writing, labor markets, applications, and interviews.
<b>Job Corps Workshop</b>	Hear from a Job Corps representative regarding what Job Corps is all about and how it can help you obtain the skills and training you need to pursue the career you want. Individuals 16 to 24 qualify for Job Corps free services.

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