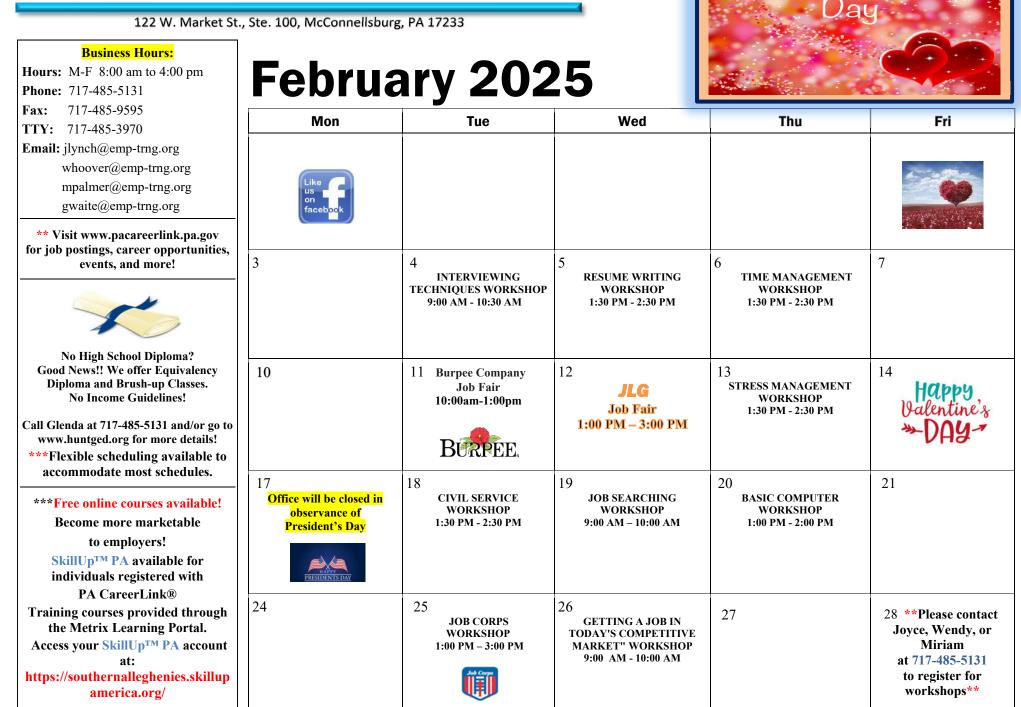
Demployment & Training, Anc.



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, Wendy, or Miriam @ 717-485-5131 to sign up to attend a workshop!

Employment & Training, Inc./PA CareerLink® Huntingdon County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services available free of cost. The Workforce Innovation and Opportunity Act (WIOA) Program is funded with federal dollars. For detailed information see https://sapdc.org/stevens-amendment/