

Business Hours:

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

Phone: 717-485-5131

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Email: jlynch@emp-trng.org

whoover@emp-trng.org

jbooth@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.**

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

**Become more marketable
to employers!**

**SkillUp™ PA available for
individuals registered with**

PA CareerLink®

**Training courses provided through
the Metrix Learning Portal.**

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

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

August 2025



Mon	Tue	Wed	Thu	Fri
	**Please contact Joyce or Wendy at 717-485-5131 to register for workshops**		1	2 
4	5 TIME MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	6	7 INTERVIEWING TECHNIQUES WORKSHOP 9:00 AM - 10:30 AM	8
11	12 "GETTING A JOB IN TODAY'S COMPETITIVE MARKET" WORKSHOP 9:00 AM - 10:00 AM	13	14 BASIC COMPUTER WORKSHOP 1:00 PM - 2:00 PM	15
18	19 STRESS MANAGEMENT WORKSHOP 1:30 PM - 2:30 PM	20	21 JOB SEARCHING WORKSHOP 9:00 AM - 10:00 AM	22 
25	26 JOB CORPS WORKSHOP 1:00 PM - 3:00 PM 	27 CIVIL SERVICE WORKSHOP 1:30 PM - 2:30 PM	28 RESUME WRITING WORKSHOP 1:30 PM - 3:30 PM	29

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 Jessica @ 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/>