



PA CareerLink® Erie County  
1647 Sassafras Street  
Erie, PA 16502

PA CareerLink® Oil Region  
255 Elm Street  
Oil City, PA 16301

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**March 2025**

## Workshops

PA CareerLink® Erie County  
450 E 16<sup>th</sup> Street  
Erie, PA 16503

\*temporary location\*

To register go to the events page on <https://www.pacareerlink.pa.gov>

|           |                     |                                           |
|-----------|---------------------|-------------------------------------------|
| 3/3/2025  | 9:00 AM – 10:00 AM  | Customer Service Essentials               |
| 3/3/2025  | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview            |
| 3/3/2025  | 2:00 PM – 3:00 PM   | Financial Literacy                        |
| 3/4/2025  | 9:00 AM – 10:00 AM  | Stress Management for Work and Home       |
| 3/4/2025  | 11:30 AM – 12:30 PM | PA CareerLink® & WIOA Overview            |
| 3/4/2025  | 2:00 PM – 3:00 PM   | SkillUp™ PA Overview                      |
| 3/5/2025  | 1:00 PM – 2:00 PM   | PA CareerLink® & WIOA Overview            |
| 3/5/2025  | 2:30 PM – 3:30 PM   | SkillUp™ PA Overview                      |
| 3/6/2025  | 9:00 AM – 10:00 AM  | Financial Literacy                        |
| 3/6/2025  | 10:30 AM – 11:30 AM | Employer Expectations                     |
| 3/6/2025  | 2:00 PM – 3:00 PM   | AI Cover Letter                           |
| 3/7/2025  | 9:00 AM – 10:00 AM  | Stress Management for Work and Home       |
| 3/7/2025  | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview            |
| 3/7/2025  | 2:00 PM – 3:00 PM   | Learn About Apprenticeships               |
| 3/10/2025 | 9:00 AM – 10:00 AM  | Stress Management for Work and Home       |
| 3/10/2025 | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview            |
| 3/10/2025 | 2:00 PM – 3:00 PM   | SkillUp™ PA Overview                      |
| 3/11/2025 | 9:00 AM – 10:00 AM  | Steps to a Successful Interview           |
| 3/11/2025 | 10:00 AM – 11:00 AM | Customer Service Essentials               |
| 3/11/2025 | 2:00 PM – 3:00 PM   | PA CareerLink® & WIOA Overview            |
| 3/12/2025 | 1:00 PM – 2:00 PM   | Using AI to Create Your Next Cover Letter |
| 3/12/2025 | 2:30 PM – 3:30 PM   | PA CareerLink® & WIOA Overview            |
| 3/13/2025 | 9:00 AM – 10:00 AM  | Basic Computer Skills                     |
| 3/13/2025 | 10:30 AM – 11:30 AM | Establishing a LinkedIn Presence          |
| 3/13/2025 | 2:00 PM – 3:00 PM   | SkillUp™ PA Overview                      |
| 3/14/2025 | 9:00 AM – 10:00 AM  | Stress Management                         |
| 3/14/2025 | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview            |
| 3/14/2025 | 2:00 PM – 3:00 PM   | SkillUp™ PA Overview                      |
| 3/17/2025 | 9:00 AM – 10:00 AM  | PA CareerLink® & WIOA Overview            |
| 3/17/2025 | 11:00 AM – 12:00 PM | Customer Service Essentials               |

A proud partner of the  American Job Center network

*PA CareerLink® is an equal opportunity employer/program.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

*Carrie Symes Equal Opportunity Officer: 1174 Elk St. PO Box 831, Franklin PA 16323 (814)758-0659 or 711.*

*Programs at PA CareerLink® Northwest region are funded in whole or in part by federal funds. Detailed information can be found at [www.nwpajobconnect.org/resources/](http://www.nwpajobconnect.org/resources/)*



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|           |                     |                                                       |
|-----------|---------------------|-------------------------------------------------------|
| 3/17/2025 | 2:00 PM – 3:00 PM   | Stress Management                                     |
| 3/18/2025 | 1:00 PM – 2:00 PM   | PA CareerLink® & WIOA Overview                        |
| 3/18/2025 | 2:00 PM – 3:00 PM   | Customer Service Essentials                           |
| 3/20/2025 | 9:00 AM – 10:00 AM  | SkillUp™ PA Overview                                  |
| 3/20/2025 | 10:30 AM – 11:30 AM | Basic Computer Skills                                 |
| 3/20/2025 | 2:00 PM – 3:00 PM   | Making a Career Change                                |
| 3/21/2025 | 9:00 AM – 10:00 AM  | Time Management & Self-Care                           |
| 3/21/2025 | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview                        |
| 3/21/2025 | 2:00 PM – 3:00 PM   | Effective Workplace Communication & Managing Conflict |
| 3/24/2025 | 9:00 AM – 10:00 AM  | SkillUp™ PA Overview                                  |
| 3/24/2025 | 11:00 AM – 12:00 PM | Customer Service Essentials                           |
| 3/24/2025 | 2:00 PM – 3:00 PM   | PA CareerLink® & WIOA Overview                        |
| 3/25/2025 | 9:00 AM – 10:00 AM  | PA CareerLink® & WIOA Overview                        |
| 3/25/2025 | 10:30 AM – 12:30 PM | Resume Do's & Don'ts/Resume Creation                  |
| 3/25/2025 | 2:00 PM – 3:00 PM   | Customer Service Essentials                           |
| 3/26/2025 | 1:00 PM – 2:00 PM   | PA CareerLink® & WIOA Overview                        |
| 3/26/2025 | 2:30 PM – 3:30 PM   | Steps to a Successful Interview                       |
| 3/27/2025 | 9:00 AM – 10:00 AM  | Making a Career Change                                |
| 3/27/2025 | 10:30 AM – 11:30 AM | Using AI to Create Your Next Cover Letter             |
| 3/27/2025 | 2:00 PM – 3:00 PM   | Steps to a Successful Interview                       |
| 3/28/2025 | 9:00 AM – 10:00 AM  | SkillUp™ PA Overview                                  |
| 3/28/2025 | 11:00 AM – 12:00 PM | PA CareerLink® & WIOA Overview                        |
| 3/28/2025 | 2:00 PM – 3:00 PM   | Using AI to Create Your Next Cover Letter             |
| 3/31/2025 | 9:00 AM – 10:00 AM  | PA CareerLink® & WIOA Overview                        |
| 3/31/2025 | 11:00 AM – 12:00 PM | Budgeting 101                                         |
| 3/31/2025 | 2:00 PM – 3:00 PM   | Stress Management                                     |

\*All workshops are hybrid so participants can join in-person or online\*

**\*Schedule subject to change.**

Please check [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) for updated schedules and to register.\*

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