

March 2010 Community Options Workshops

EARN has developed workshops in Pittsburgh and surrounding areas that clients can attend and in return receive credit for their time. Interested individuals must contact Sarah McInerney at (412) 552-7124 or email smcinerney@pghcareerlink.org three days in advance of the workshop you plan on attending. Leave your name, phone number, and the name of the workshop.

Monday	Tuesday	Wednesday	Thursday	Friday
01 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	02 2pm-6pm Workplace Etiquette 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	03 12:30-1:30pm Job Search Skills Workshop (DFS) 2pm-3pm Interviewing: From another Perspective 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work	04 1:30pm-3:30pm Workplace Communications (ENEC) 2pm-5pm Workplace Essential Skills(GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	05
08 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	09 2pm-6pm Workplace Etiquette 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	10 12:30-1:30pm Job Search Skills Workshop (DFS) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	11 1:30pm-3:30pm Workplace Communications (ENEC) 2pm-5pm Workplace Essential Skills(GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	12 1pm-3pm Perseverance How to Keep Going 2-3:30pm Welfare Rights
15 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	16 2pm-6pm Workplace Etiquette 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	17 12:30-1:30pm Job Search Skills Workshop (DFS) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	18 1:30-3:30pm Workplace Communications (ENEC) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	19
22 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	23 2pm-6pm Workplace Etiquette & 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	24 12:30-1:30pm Job Search Skills Workshop (DFS) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work,	25 1:30-3:30pm Workplace Communications (ENEC) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work,	26 1pm-3pm Organize to Get Things Done
29 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	30 2pm-6pm Workplace Etiquette & 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)	31 12:30-1:30pm Job Search Skills Workshop (DFS) 2pm-5pm Workplace Essential Skills (GPLC) 6pm-8pm Independent Work, Workplace Essential Skills (Goodwill)		

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Title of Workshop	Date and Time	Location	Workshop Description
Workforce Essential Skills description	Every Monday-Thursday from 2pm-5pm	Greater Pittsburgh Literacy Council 100 Sheridan Square, 4th Floor Pittsburgh, PA 15206	The Workplace Essential Skills workbooks and videos portray a variety of real-life workplace situations that are designed to encourage problem solving. The employment series offers situations and advice for topics such as job search, work readiness, speaking and listening skills, workplace documents, teamwork, customer service, workplace safety, etc.
Welfare Rights Client Service Protocol	Mar 12th at 2pm	Just Harvest 16 Terminal Way KID FRIENDLY	The workshop educates clients on their rights as a public assistance recipient and allows them to ask questions about the welfare system and potentially have their unmet needs advocated for.
Independent Work Workforce Essential Skills description	Every Monday-Thursday from 6pm-8pm	Goodwill of Western PA. 26 and Carson St 6th Floor	The Workplace Essential Skills workbooks and videos portray a variety of real-life workplace situations that are designed to encourage problem solving. The employment series offers situations and advice for topics such as job search, work readiness, speaking and listening skills, workplace documents, teamwork, customer service, workplace safety, etc.
Organize to Get Things Done	Mar 26 at 1pm	GPLC Classroom 21 st Floor 100 Sheridan Square, 4th Floor Pittsburgh, PA 15206	This workshop is about using simple organizational techniques to manage all facets of life productively. If one of your domains, home, work, or family/social life is out of control, all others will be affected.
Interviewing from Another Perspective	Mar.3rd at 2-3pm	Northside Leadership Conference 4 Allegheny Center, Suite 601 Pgh., Pa. 15212	Workshop which includes tips on how to interview and prepare for successful interviews
Perseverance: How to Keep Going When You Don't Want To	Mar 12th at 1pm	GPLC Classroom 21 st Floor 425 Sixth Ave 100 Sheridan Square, 4th Floor Pittsburgh, PA 15206	This workshop is for people who have a lot of barriers which interfere with their ability to be productive and to stay with a project (whether education, work, or job search) long enough to reach their personal and professional goals. The workshop helps people to develop strategies for dealing with the life complications that are holding them back.
PWG Professional Women's Group	Topic to Be Announced Held last Tuesday of the month	Dress For Success 5 th Floor Warner Center 5:30pm-8pm	The mission of PWG is to provide a network of support; practical information and inspiration to help working individuals achieve self-defined success in career and life. Examples of seminar topics are: unwritten and written rules of the workforce, conflict resolution, and communication skills. On-going curriculum, workshops run once a month the last Tuesday of the month
Workplace Etiquette Workshops Special Population	Every Tuesday 2pm-6pm	The Career & Workforce Development Center East YMCA of Homewood at 7140 Bennett Street, Pittsburgh, Pennsylvania 15208.	The Career & Workforce Development Center East offers opportunities for men and women who may be experiencing difficulty in locating or retaining employment. These workshops are designed to assist the hard to place in the development of skills that will result in marketable outcomes.
WORKPLACE COMMUNICATIONS	Every Thursday 1:30pm-3:30pm	Eastside Neighborhoods Employment Center 5321 Penn Ave. Pgh., Pa. 15206	Workshop will provide clients with useful tools and tips to completing online employment applications, resume writing, interviewing skills to prepare clients for employment and job retention.

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<p>JOB SEARCH SKILLS WORKSHOPS</p>	<p>Every Wednesday, starting February 3, 12:30 – 1:30 PM.</p>	<p>DFS Pittsburgh Office, Warner Center, 332 Fifth Avenue, 5th Floor, Downtown</p>	<p>The Center is available to women looking for work and features computers with internet access, printers, a fax machine and phones along with job search information. Women are encouraged come to the Career Center to use the resources available to conduct their own, independent job search. Every Wednesday, starting February 3, workshops will be held at the Career Center, 12:30 – 1:30 PM. Different topics are covered at each session including: Preparing for a Job Search, Writing Your Resume and Cover Letter, Internet Basics and Online Job Search, Interview Tips</p>