

WORKLAUNCH

Career Connections and Workshops

WorkLaunch 2017 – Schedule of Workshops & Events

- ❖ **Tuesday, March 28, 2017:** Carnegie Library of Pittsburgh Downtown 9:00 am – 2:00 pm
- ❖ **Wednesday, March 29, 2017:** Carnegie Library of Pittsburgh Allegheny 10:30 am – 3:00 pm
- ❖ **Thursday, March 30, 2017:** Mt. Lebanon Public Library 10:00 am – 3:00 pm
- ❖ **Friday, March 31, 2017:** Carnegie Library of Pittsburgh Main 10:00 am – 2:00 pm

All locations will have a sign up to meet one-on-one with a Career Counselor for about 30 minutes.

CLP Downtown – Tuesday, March 28, 2017 | 9 am to 2 pm

- **9:00 am – 10:00 am: How to Navigate ATS**
Learn how to navigate Applicant Tracking Systems (ATS), including what format changes are necessary for your resume to be successfully scanned.
- **10:00 am – 11:00 am: LinkedIn Strategies**
Learn how to utilize this business oriented social networking site to build networks and aid in job searches. Topics covered include: how to complete your profile, add connections, and set privacy settings.
- **11:00 am – 12:00 pm: Successful Career Transitions**
Learn the types of career transitions and the 3 key elements to the most efficient and effective job search when changing careers.
- **12:00 pm – 1:30 pm: Employer Information Session - FedEx**
Representatives from FedEx will hold an information session to discuss opportunities, career paths, and the application process for package handling and other positions. This will be an interactive presentation with time dedicated to answer your questions.

CLP Allegheny – Wednesday, March 29, 2017 | 10:30 am to 3 pm

- **10:30 am – 11:30 am: Safe & Efficient Online Job Searching**
This workshop will teach you tips and tricks on how to make your online job search safer, more effective, and efficient. Topics will include internet safety, how to navigate online applications, and how to stay organized with your job search.
- **11:30 am – 12:30 pm: Interview Techniques**
Learn interviewing techniques, how to negotiate offers, and how to transition into a new position.
- **12:30 pm – 2:00 pm: Employer Information Session - Rivers Casino**
Representatives from Rivers Casino will hold an information session to discuss opportunities, career paths, and the application process for positions at the Casino. This will be an Interactive presentation with time to answer questions.
- **2:00 pm – 3:00 pm: Library Resources for Job Seekers**
The Carnegie Library of Pittsburgh offers numerous electronic resources that are helpful to job seekers, including databases, downloadable eBooks, audio books, and more. This workshop will provide an overview of those resources, and also teach you about the various devices--from iPads to Kindle Fires--you can use to access them.



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Mt. Lebanon Public Library – Thursday, March 30, 2107 | 10 am to 3 pm

- **10:00 am – 11:00 am: Safe & Efficient Online Job Searching**
This workshop will teach you tips and tricks on how to make your online job search safer, more effective, and efficient. Topics will include internet safety, how to navigate online applications, and how to stay organized with your job search.
- **11:00 am – 12:00 pm: LinkedIn Strategies**
Learn how to utilize this business oriented social networking site to build networks and aid in job searches. Topics covered include: how to complete your profile, add connections, and set privacy settings.
- **12:00 pm – 1:30 pm: Networking Strategies / Speed Networking**
Learn the essential practice of networking, how to find and approach contacts, and techniques for presenting yourself effectively.
- **12:00 pm – 1:30 pm: The American Job Search: Beyond the Basics**
This workshop series is designed for refugees and immigrants who can speak English but who are having trouble understanding the American job search. Participants will be introduced to the strange world of the American job market. We will discuss the importance of conducting a targeted job search and how to write a custom resume for job applications. Participants should bring their current resume.
- **1:30 pm – 3:00 pm: Employer Information Session - Duquesne Light**
Representatives from Duquesne Light will hold an information session to discuss opportunities, career paths, and the application process for positions with Duquesne Light. This will be an interactive presentation with time dedicated to answer your questions.

CLP Main – Friday, March 31, 2017 | 10 am to 2 pm

- **10:00 am – 2:00 pm: Career & Community Resource Fair**
WorkLaunch's Career & Community Resource Fair will help job seekers engage and connect with more than 20 area employers and community resource organizations to provide information about opportunities, services, and available resources. Bring copies of your resume and specific job postings you have applied for on the company's website.

Participating organizations will include:

Aerotech

Allegheny County

Allegheny County DHS

CareerLink

Carnegie Library of Pittsburgh

Carnegie Museums

CCAC

CDC/ed2go

City of Pittsburgh

CommuterInfo

Dollar Bank

Dress for Success

Duquesne Light

Duquesne University

FedEx

Giant Eagle

Imagine Careers

ISAC

Jeremiah's Place

Just Harvest

KTA-Tator

Phipps Conservatory & Botanical Gardens

PNC

Rivers Casino

United Way/PA 2-1-1

University of Pittsburgh

US Border Control & Customs

