

**SCHEDULE SUBJECT TO CHANGE  
PLEASE CALL (610) 988-1300 FOR  
SCHEDULING INFORMATION**

You can view our monthly  
calendar at  
[www.co.berks.pa.us/careerlink](http://www.co.berks.pa.us/careerlink)

# DECEMBER 2016

*The Resource Room is open  
Monday – Friday from  
10:00am to 3:00pm*

<i><b>Monday</b></i>	<i><b>Tuesday</b></i>	<i><b>Wednesday</b></i>	<i><b>Thursday</b></i>	<i><b>Friday</b></i>
5 9:30am – Computer Basics	6 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BTI Representative 10:00am – Medical Assistant, Dental, Business, Massage Therapy Session 1:00pm – CDL Information Session 12:00pm – RACC Information Session	7 1:00pm – Welcome Orientation	8 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BCTC Representative 1:30pm – Interviewing Skills	9 12:00pm – 4:00pm – Visit PathStone Representative
12 9:30am – Career Decision Making/ Hidden Job Market	13 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BTI Representative 10:00am – ESL Criminal Justice, Paralegal, Early Child Ed. Session 1:00pm – CDL Information Session 12:00pm – RACC Information Session	14	15 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BCTC Representative 1:30pm – Resume Writing 2:00pm – How to Identify Your Skills	16 12:00pm – 4:00pm – Visit PathStone Representative
19 9:30am – Computer Basics	20 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BTI Representative 10:00am – ESL, Medical, Drafting, Graphic Design, IT Session 1:00pm – CDL Information Session 12:00pm – RACC Information Session	21 1:00pm – Welcome Orientation	22 9:30am – Welcome Orientation 10:00am – 2:00pm – Visit BCTC Representative 1:30pm – Interviewing Skills	23 10:00am – 11:00 am – Visit PathStone Representative Office closes at 1:00 pm
26 OFFICE CLOSED – DAY AFTER CHRISTMAS	27 9:30am – Welcome Orientation	28 1:00pm – Welcome Orientation	29 9:30am – Welcome Orientation	30 12:00pm – 4:00pm – Visit PathStone Representative

Auxiliary aids and services available upon request to individuals with disabilities Language assistance services provided free of charge.

Equal Opportunity Employer Programs  
For More Information or to file a complaint,  
Contact: Pat Adamczyk, PA CareerLink Berks County  
1920 Kutztown Road, Suite F  
Reading, PA. 19604  
Phone: 610-988-1300 or TTY 610-988-1312

*Pennsylvania*  
**CareerLink**  
BERKS COUNTY

*Please follow our attendance policy = No one will be admitted to an event more than 5 minutes after the start of the event*

**WORKSHOPS IN SPANISH AVAILABLE UPON REQUEST**