



UPCOMING PROGRAMS

Sept., Oct. & Nov. 2020

Email: bcc@fredricksenlibrary.org
Website: bcc.fredricksenlibrary.org

Cleve J. Fredricksen Library | 100 N. 19th Street | Camp Hill, PA 17011



Microsoft Office/Google Suite Workshops
In-person, small groups w/ social distancing and masks required
Ruggaber Community Room

Document Basics

Fredricksen BCC Specialists will be conducting an interactive workshop on creating and editing documents, whether using Microsoft Word or Google Docs. Bring your questions and improve your skills, beginner document creation and editing skills will be covered.

Monday, September 14 & November 9
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

Spreadsheet Basics

Fredricksen BCC Specialists will be conducting an interactive workshop on creating and manipulating spreadsheets, whether using Microsoft Excel or Google Sheets. Bring your questions and improve your skills, beginner spreadsheet creation and formula skills will be covered.

Thursday, September 24 & November 19
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

Presentation Basics

Fredricksen BCC Specialists will be conducting an interactive workshop on creating and designing presentations, whether using Microsoft PowerPoint or Google Slides. Bring your questions and improve your skills, beginner presentation creation and design skills will be covered.

Thursday, October 22 from 3:00 pm - 4:00 pm
- [REGISTER ONLINE](#)

Cloud Storage Basics

What is cloud storage, and what does it mean for me? Google Drive, Google Photos, OneDrive, Dropbox and many other platforms boast the advantages of storing your documents and photos remotely to free up space on your devices, but what happens to your photos and important documents? We'll inform you about this innovative storage platform, along with the advantages and drawbacks of storing your information in "the cloud".

Monday, October 12
from 3:00 pm - 4:00 pm
- [REGISTER ONLINE](#)



Business & Career Center @ Fredricksen Workshops
Virtual and BCC In-person times available, small groups w/ social distancing and masks

SOCIAL MEDIA SERIES

Keep it to yourself: Controlling your Social Media
In this workshop, we'll discuss privacy settings, appropriate postings, and determine "what's what" on various platforms. We will place a focus on Facebook, with ways to find the right privacy settings for you, and keep your name, updates and information shared with only the people you choose.

VIRTUAL WORKSHOP—Friday, September 11 & November 13
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

IN-PERSON/BCC CLASSROOM—Friday, September 25 & November 20
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

Promoting Yourself: Creating a LinkedIn Profile

Learn how to set up a new profile, or reboot your existing profile, to experience the best professional results. Be prepared for the workshop by having access to a digital profile photo that effectively communicates your business image.

VIRTUAL WORKSHOP—Friday, October 9
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

IN-PERSON/BCC CLASSROOM—Friday, October 23
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

"PERSONAL (and Professional) BEST" SERIES

Managing Stress during Times of Change

Reducing stress is a major component to personal and professional success and happiness. Learn how basic breathing techniques, becoming mindful, reducing technology, and getting a good night sleep brings balance to each new day. Find out about positive stress, and how it can keep us moving forward!

VIRTUAL WORKSHOP—Tuesday, September 8 & November 10
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

IN-PERSON/BCC CLASSROOM—Tuesday, September 22 & November 17
from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

Attitude is Everything!

Staying Positive during Times of Change

Learn how to frame your daily interactions, at work and home, into a mindset that increases your positive outlook. The bridge to personal and professional success is built by maintaining a positive attitude!

VIRTUAL WORKSHOP—Tuesday, October 13 from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

IN-PERSON/BCC CLASSROOM—Tuesday, October 27 from 3:00 pm - 4:00 pm - [REGISTER ONLINE](#)

GET MORE INFO & REGISTER ON THE BCC PAGE @ bcc.fredricksenlibrary.org

FREE VIRTUAL Career Workshops

Virtual Career Exploration Workshop — Register now for a Zoom session, invite will be sent via email

Employment guidance is available through our vast array of career resources! Identify your skills and interests to move forward to find the right career, upgrade through education and training, or change careers—we can help, no matter your current employment situation.

Tuesdays from 10:30 am - 11:30 am - [REGISTER ONLINE](#)
& 4:30 pm - 5:30 pm - [REGISTER ONLINE](#)

Virtual Resume Writing Workshop — Register now for a Zoom session, invite will be sent via email

Learn the best style and techniques for portraying your skill set and experience to potential employers—what to do, what to use, an explanation of Applicant Tracking Systems (ATS) and how to structure your best resume. Please have a digital copy of your resume available for this session.

Thursdays from 10:30 am - 11:30 am - [REGISTER ONLINE](#)
& 4:30 pm - 5:30 pm - [REGISTER ONLINE](#)

Virtual Get That Job! Workshop — Register now for a Zoom session, invite will be sent via email

Portray your best self to potential employers through your resume, cover letter, interviews, social media, proper dress and communication. Have access to your digital resume and cover letter!

Fridays from 10:30 am - 11:30 am - [REGISTER ONLINE](#)
& 4:30 pm - 5:30 pm - [REGISTER ONLINE](#)

Virtual Resume Consultations and Career/Employment Guidance Sessions

In-person consultations coming soon!

BCC Specialists will be available for one-on-one virtual assistance with those who need guidance compiling their resume, completing online job applications and general help with employment and career resources. Please have your digital document (s) ready for sharing on Zoom! See below for times: Register now for a Zoom session, invite for virtual consult will be sent via email

We will be offering 30-minute virtual appointments via Zoom during the following days/times:

Mondays from 10:30 am through 1:30 pm and 4:30 pm through 7:30pm

Tuesdays, Thursdays and Fridays from 12:00 pm through 1:30 pm and 6:00 pm through 7:30pm

[REGISTER ONLINE](#)

Mock Interview Sessions — Register now for a Zoom session, invite will be sent via email

An HR professional will be available for individual 30-minute virtual appointments to share tips and walk through a mock interview with individuals who would like to improve their interviewing skills. Pre-registration is necessary, and interview candidate will be asked to provide the industry/profession for which preparation is requested.

VIRTUAL APPOINTMENTS – 2nd Wednesdays from 2:00 pm – 4:00 pm - [REGISTER ONLINE](#)



Financial workshops facilitated by the PA Dept. of Banking and Securities — Please check the BCC page on the library site for updates!

Avoiding Identity Theft and Scams — VIRTUAL WORKSHOP

We'll explore the various methods used to target and steal individual's identities, how to stop theft from occurring and what you can do if you suspect that your identity has been stolen. We will also review common scams and frauds, then discuss what you should do if presented with a financial offer that seems "too good to be true." - [REGISTER ONLINE](#).

Wednesday, September 9 from 11:00 am – 12:00 pm

Monday, September 21 from 6:00 pm – 7:00 pm

Budgeting Basics — VIRTUAL WORKSHOP

New to budgeting, or trying to get back on track? Discover the difference between "needs" and "wants", with information on how to handle each purchase type and create smart personal goals. Get useful tips for creating a spending plan that works for your income, putting you on the path to achieve your financial goals. - [REGISTER ONLINE](#).

Wednesday, October 14 from 11:00 am – 12:00 pm

Monday, October 19 from 6:00 pm – 7:00 pm

Cybersecurity: Keeping Yourself Safe Online — VIRTUAL WORKSHOP

How do I know that my online presence is secure? From shopping to social media, discover the ways you can increase your safety and security in an age of ever-present threats in the online forum.- [REGISTER ONLINE](#).

Monday, November 16 from 6:00 pm – 7:00 pm

Monday, November 23 from 11:00 am – 12:00 pm



Home-Based Business Roundtable with SCORE — Virtual Session

Calling all home-based entrepreneurs! Selling on eBay, Etsy or Minted? Airbnb, pet care or other traditional home-based business? Network in a live virtual session with the like-minded and get information and inspiration. Register online to receive a Zoom invite for the sessions and times below.

[REGISTER ONLINE!](#)

• 2nd Tuesdays of each month from 12:00 pm – 1:30 pm

• 4th Tuesdays of each month from 6:00 pm – 7:30 pm

REGISTER ON THE BCC PAGE @ bcc.fredricksenlibrary.org