



UPCOMING PROGRAMS

Sept., Oct., & Nov. 2021

Email: bcc@fredricksenlibrary.org
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Cleve J. Fredricksen Library | 100 N. 19th Street | Camp Hill, PA 17011



Microsoft Office/ Google Suite Workshops

In-person, small groups in the BCC and the Ruggaber Community Room

Fredricksen BCC Specialists will be conducting interactive workshops using Microsoft Office. Use our laptops and improve your skills, **beginner** skills will be covered.

Document Basics

Document creation and editing skills will be covered.
Mondays, September 20, October 18 & November 8
from 3 pm - 4 pm - [REGISTER ONLINE](#)

Spreadsheet Basics

Spreadsheet creation and formula skills will be covered.
Thursday, October 14 from 2 pm to 3 pm - [REGISTER ONLINE](#)

Presentation Basics

Presentation creation and design skills will be covered.
Thursdays, September 9 & November 18 from 2 pm - 3 pm -
[REGISTER ONLINE](#)

Cloud Storage Basics

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? - learn about this innovative storage platform, along with the advantages and drawbacks of storing your information in "the cloud".

Monday, October 4 & Friday, November 12
from 3 pm - 4 pm [REGISTER ONLINE](#)



NEW! - Google Suite Overview

We'll explore the Google Suite platform with a brief overview of their productivity and document creation software. Bring your own laptop for this workshop and create (or use) your own Google account for learning about this versatile (and free) platform.

Monday, September 27 & Friday, November 5
from 3 pm - 4 pm
[REGISTER ONLINE](#)



SOCIAL MEDIA SERIES

NEW! Finding Success in Online Learning!—Are you interested in the convenience of online classes? In this workshop, we'll address how to stay on track and get the tips you need to succeed. [REGISTER ONLINE](#)
IN-PERSON WORKSHOP—Mondays, Sept. 13 & Nov. 1 from 2 pm - 3 pm
VIRTUAL WORKSHOP—September 10 & October 8 from 3 pm - 4 pm

Keep it to yourself: Controlling your Social Media

In this workshop, we'll discuss new privacy settings, appropriate postings, and outline various platforms. [REGISTER ONLINE](#)
IN-PERSON WORKSHOP—Thursday, October 22 from 3 pm - 4 pm
VIRTUAL WORKSHOP—Friday, September 17 from 3 pm - 4 pm

On Target: Finding the Best Job Search Sites

Join us for a professionally - researched overview of sites and tips that will aid in getting that job. [REGISTER ONLINE](#)
IN-PERSON WORKSHOP—Friday, November 19 from 3 pm - 4 pm
VIRTUAL WORKSHOP—Friday, October 1 from 3 pm - 4 pm

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. Please have access to a digital photo that effectively communicates your business image. [REGISTER](#)
VIRTUAL WORKSHOP—Friday, September 24 from 3 pm - 4 pm
IN-PERSON WORKSHOP—Monday, October 25 from 2 pm - 3 pm

"PERSONAL (and Professional) BEST" SERIES

NEW! Personal Traits for Success

Tap into your tendencies to figure out how your personal traits can work for you, on the job and beyond. Join us for this interactive session to open up a fresh perspective with a new view! [REGISTER ONLINE](#)
IN-PERSON WORKSHOP—Thursday, September 16 from 2 pm - 3 pm

Crafting the Cover Letter

Learn the tips to follow when crafting a short, concise, yet powerful statement that will put you in the "keep" pile for a future interview.
IN-PERSON WORKSHOP—Tuesday, September 21 from 3 pm - 4 pm
VIRTUAL WORKSHOP—Tuesday, November 23 from 3 pm - 4 pm
[REGISTER ONLINE](#)

Managing Stress During Times of Change

Learn how basic breathing techniques, becoming mindful, reducing technology, and a good night sleep brings balance to each new day. Find out about positive stress, and how it can keep us moving forward!
IN-PERSON WORKSHOP—Tuesday, November 9 from 3 pm - 4 pm
VIRTUAL WORKSHOP—Tuesday, November 16 from 3 pm - 4 pm
[REGISTER ONLINE](#)

Setting Goals: One SMART Step at a Time

Join us for this interactive workshop and we'll aim to organize, maximize, and prioritize goals to hit your target every time!
IN-PERSON WORKSHOP—Tuesday, October 5 from 3 pm - 4 pm
VIRTUAL WORKSHOP—Tuesday, October 19 from 3 pm - 4 pm
[REGISTER ONLINE](#)

Managing our Time in a 24/7 World

Planning ahead is one of the keys to making time work for our busy lives—learn how to make time your friend with planning tips & tools.
IN-PERSON WORKSHOP—Tuesday, September 14 from 3 pm - 4 pm
[REGISTER ONLINE](#)

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

FREE Career Workshops

Career Guidance Sessions

BCC Specialists will be available for one-on-one assistance with those who need guidance compiling their resume, completing online job applications and general help with employment and career resources. Please have your document (s) ready for these sessions! See below for times: **Register now for an in-person or zoom session.** We will be offering 30-minute appointments during the following days/times: **Mondays, Tuesdays, Thursdays and Fridays from 12 pm through 1:30pm and from 6 pm through 7:30 pm** [REGISTER ONLINE](#)

Career Exploration Workshop

Register now for an in-person or zoom session. 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 & 4:30 pm - 5:30 pm** [REGISTER ONLINE](#)

Resume Writing Workshop

Register now for an in-person or zoom session. 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 copy of your resume available for this session. [REGISTER ONLINE](#) **Thursdays from 10:30 am - 11:30 am & 4:30 pm - 5:30 pm**

Get That Job! Workshop

Register now for an in-person or zoom session. Portray your best self to potential employers through your resume, cover letter, interviews, social media, proper dress and communication. Have your resume and cover letter available for this session, **Fridays from 10:30 am -11:30 am & 4:30 pm - 5:30 pm** [REGISTER ONLINE](#)

Mock Interview Sessions

Register now for an in-person or zoom session. 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. **Watch for sessions returning soon.**



The following (1 hour) programs are facilitated by the PA Dept. of Banking and Securities: [Register below for the upcoming dates.](#)

Saving and Investing

IN-PERSON WORKSHOP—This presentation is an introduction to saving for our future goals with an emphasis on investing as a way to build wealth, without having to be wealthy to do it. No matter how much or little you have, this session will give you simple steps to gain financial security.

Tuesdays, September 14 at 6 pm OR September 28 at 11 am [REGISTER ONLINE](#)



Budgeting Basics

IN-PERSON 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.

IN-PERSON WORKSHOP—**Tuesday, October 19 at 6 pm OR October 26 at 11 am** [REGISTER ONLINE](#)

Cybersecurity—Keeping Yourself Safe Online

IN-PERSON WORKSHOP—Whatever your age, understanding how to keep your information safe and secure online is vitally important for everyone. This presentation covers key topics like using secure websites, creating strong passwords, being aware of what you put on social media, and even tips for shopping online safely.

IN-PERSON WORKSHOP—**Tuesdays, November 9 at 6 pm OR November 16 at 11 am** [REGISTER ONLINE](#)



Home-Based Business Roundtable with SCORE — REGISTER NOW!

Has it always been your desire to become an entrepreneur, or has the pandemic caused you to consider starting an online or home-based small business? Facilitated by SCORE on the Zoom platform, join other small business owners in similar circumstances to network and share ideas about how to move forward in the capacity which suits your individual situation. Register online for the sessions and times below.

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 ONLINE](#)

REGISTER ON THE BCC PAGE @ bcc.fredricksenlibrary.org