



# UPCOMING PROGRAMS

Dec. 2021, Jan. & Feb. 2022

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



**Microsoft Office/  
Google Suite Workshops**  
FREE IN - PERSON small  
groups in the BCC Classroom

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

**REGISTER ONLINE FOR THESE IN-PERSON WORKSHOPS!**

## Document Basics

Word creation and editing skills will be covered.

Tuesdays, December 14 & January 25 from 2 pm – 3 pm

## Spreadsheet Basics

Excel creation and formula skills will be covered.

Wednesdays, December 8 & February 9 from 11 am – 12 pm

## Presentation Basics

PowerPoint creation and design skills will be covered. We will provide laptops.

Wednesday, January 12 from 11 am – 12 pm

## 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”.

Tuesdays, December 7, January 18 & February 22 from 2 pm – 3 pm



## Google Suite Overview

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

Tuesdays, January 11 & February 8 from 2 pm – 3 pm



## SOCIAL MEDIA SERIES REGISTER ONLINE!

### Keep it to Yourself: Controlling your Social Media

In this workshop, we'll discuss new privacy settings, appropriate postings, and outline various platforms.

VIRTUAL WORKSHOP – Mondays, December 6 & February 28 from 2 pm – 3 pm

**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.

VIRTUAL WORKSHOP – Mondays, December 13 from 2 pm – 3 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.

VIRTUAL WORKSHOP – Monday, January 10 from 2 pm – 3 pm

### Promoting Yourself: Creating and Managing 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.

VIRTUAL WORKSHOP – Monday, February 7 from 2 pm – 3 pm

## PERSONAL (and Professional) BEST SERIES 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!

VIRTUAL WORKSHOP – Tuesday, December 7 from 3 pm – 4 pm

### 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.

VIRTUAL WORKSHOP – Tuesday, December 14 from 3 pm-4 pm

### 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!

IN-PERSON WORKSHOP – Wednesday, January 5 from 11 pm – 12 pm

### 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!

VIRTUAL WORKSHOP—Tuesday, January 11 from 3 pm – 4 pm

IN-PERSON WORKSHOP—Tuesday, January 25 from 3 pm – 4 pm

### 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.

VIRTUAL WORKSHOP – Tuesday, February 8 from 3 pm-4 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.

VIRTUAL WORKSHOP – Wednesday, February 23 from 11 pm – 12 pm

**GET MORE INFO & REGISTER ON THE BCC PAGE @ [bcc.fredricksenlibrary.org](http://bcc.fredricksenlibrary.org)**

# FREE Career Workshops

## Career Guidance Sessions

Meet with a BCC Specialist for private one-on-one assistance to create or update your resume using key tips that promote your experience and education while we share helpful employment and career resources.

Register now for a 30-minute In-person or Zoom session.

**Mondays, Tuesdays, Thursdays, Fridays: 12pm, 1pm, 6pm, or 7pm.**

**(See VIRTUAL ONLY option available certain dates & times.) [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](#)



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

[REGISTER NOW FOR THESE IN-PERSON WORKSHOPS!](#)

#### Fraud BINGO!

A fun and interactive presentation that teaches consumers how to protect themselves from investment fraud by playing a familiar game – BINGO! Every day people get "scammed" out of THOUSANDS of dollars. Many times it's those who can least afford to lose the money! PRIZES!

**Tuesday, December 14 from 6 pm - 7 pm**

**Tuesday, January 25 from 11 am - 12 pm**

#### Budgeting for the New Year!

Are you financially ready for the new year? This presentation focuses on the need for a spending plan. It emphasizes setting, and achieving, your financial goals for the new year (without the debt). We discuss the difference between wants and needs; setting SMART goals; creating a spending plan for the coming year; putting the plan into action; as well as periodically reviewing your plan to stay on track!

**Tuesday, January 11 from 6 pm - 7 pm**



#### Avoiding Identity Theft and Scams

We'll explore the various methods that are 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."

**Tuesday, February 8 from 6 pm - 7 pm**

**Tuesday, February 22 from 11 am - 12 pm**



### 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, IN-PERSON or 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 pm – 7:30 pm (no session 12/28)**

[REGISTER ONLINE](#)

**REGISTER ON THE BCC PAGE @ [bcc.fredricksenlibrary.org](http://bcc.fredricksenlibrary.org)**