The Center for Professional Growth (CPG) at the University of Pittsburgh at Greensburg provides both formal class instruction for personal enhancement as well as academic or continuing professional education (CPE) through credit and non-credit classes and discussion sessions for adults interested in lifelong learning and cultural and professional enrichment.

CPG participants in the for-credit and continuing professional education courses will receive up-to-date instruction according to the guidelines of their academic or professional program. Participants in the non-credit courses will have an opportunity to study, discuss, debate, and challenge ideas and socialize with others of the same interests without the pressure of exams or grades.

You can . . .

- continue your professional education
- expand your curiosity
- explore your creativity
- enrich your life

by attending the Center for Professional Growth

To receive information for future CPG programs, please visit www.greensburg.pitt.edu/about/cpg

University of Pittsburgh at Greensburg
150 Finoli Drive
Greensburg, PA 15601

Register online at www.greensburg.pitt.edu/about/cpg
Career Exploration: This is an opportunity to take on-line assessments and discuss how interests can translate into career options.

Instructor: Dorothy Zilic
Time: 6:00 p.m.—8:30 p.m.
Dates: Monday, February 19, 2018 and Thursday, February 22, 2018
Room: Cassell Hall 210
Cost: $45.00

Resume Writing & Cover Letters: This will be a two-part session to discuss the basics of developing a Resume and Cover Letter. This may be an opportunity to draft your application materials during these classes or gain suggestions on what you already have written. Please bring your resumes/cover letter electronically, if you have them.

Instructor: Alison Gloekler
Time: 6:00 p.m.—8:00 p.m.
Dates: Monday, February 26, 2018 and Thursday, March 1, 2018
Room: Cassell Hall 210
Cost: $35.00

Job Search: What is your career field? What types of positions are you looking for? This session will examine different strategies and resources to consider based on your field. From researching companies and gaining more industry-focused online resources to developing your LinkedIn profile, this session will look at general practices and more industry-specific ones.

Instructor: Alison Gloekler
Time: 6:00 p.m.—8:30 p.m.
Dates: Monday, March 5, 2018 and Thursday, March 8, 2018
Room: Cassell Hall 210
Cost: $35.00

Interviewing Skills: This session will focus on the do's and don'ts of interviewing. We'll look at appropriate dress, tips for success, and different interview formats (e.g. phone, group, and panel). We will be practicing!

Instructor: Alison Gloekler
Time: 6:00 p.m.—8:30 p.m.
Dates: Monday, March 12, 2018 and Thursday, March 15, 2018
Room: Cassell Hall 210
Cost: $35.00

Networking Skills: This session will examine how to make connections. Many industries focus on networking situations to meet professionals and enhance the connections for referrals and information. This session will look at examples of the elevator pitch/30-second commercial, advertising one’s personal strengths and interests and provide a hands-on experience in a mock-networking situation.

Instructor: Dorothy Zilic
Time: 6:00 p.m.—8:00 p.m.
Dates: Monday, March 19, 2018 and Thursday, March 22, 2018
Room: Cassell Hall 210
Cost: $35.00

Social Media: Explore and learn about Facebook, Twitter, and LinkedIn. Computers will be ready with internet accessibility and participants are welcome to bring their smartphones if they have one.

Instructor: Matt Blair
Time: 6:00 p.m.—9:00 p.m.
Date: Wednesday, March 14, 2018
Room: Cassell Hall 210
Cost: $55.00

Windows 10 Basics: Learn about the basics of Windows 10 and delve into functions such as creating and managing folders, connecting to the internet, managing applications, configuring Windows updates and many more. A computer will be provided with Windows 10 pre-installed.

Instructor: Matt Blair
Time: 6:00 p.m.—9:00 p.m.
Date: Wednesday, March 21, 2018
Room: Cassell Hall 210
Cost: $55.00

Office Overview: An introduction to the features of Word 2016 and Excel 2016. A computer will be provided with Microsoft Word and Excel pre-installed.

Instructor: Matt Blair
Time: 6:00 p.m.—9:00 p.m.
Date: Wednesday, March 21, 2018
Room: Cassell Hall 210
Cost: $55.00

Discount of $5.00 per course when registering for more than one course.

Registration Deadline: 1 week prior to session

All courses must have a minimum of five participants enrolled for the course to be held.