

All customers ***must have a basic profile on www.EmployFlorida.com*** to request workshop registration.

RUSKIN -NOVEMBER 2021

	Monday	Tuesday	Wednesday	Thursday
	Resume Development 1 9:00am-11:30am <u>In-Person Ruskin</u>	Professional Interviewing 2 9:00am – 11:00am Virtual Choosing the Right Employer 2:00pm – 4:00pm Virtual	Dress for Success 3 9:00am – 10:00am Virtual Marketing Yourself 2:00pm – 3:30pm Virtual	Resume Development 4 2:00pm – 4:30pm Virtual
	No Classes 8	Career Mapping 9 9:00am – 10:30am Virtual Navigating Employ Florida 2:00pm – 3:30pm Virtual	Breaking Barriers 10 9:00am – 11:00am Virtual Employment Success 2:00pm – 3:30pm Virtual	No Classes 11
	Employment Transition 15 2:00pm – 4:00pm Virtual	No Classes 16	LinkedIn 17 9:00am – 11:00am Virtual Surviving a Layoff 2:00pm – 3:00pm Virtual	Professional Interviewing 18 2:00pm – 4:00pm Virtual
	No Classes 22	No Classes 23	No Classes 24	No Classes 25
	Professional Interviewing 29 9:00am-11:00am <u>In-Person Ruskin</u>	Breaking Barriers 30 9:00am – 11:00am Virtual Professional Communication 2:00pm – 3:30pm Virtual		

EMPLOYABILITY SKILLS TRAINING WORKSHOP CALENDAR

7 STEPS TO WORK READINESS WORKSHOPS

1. Career Mapping
2. Navigating Employ Florida
3. Marketing Yourself
4. Resume Development
5. Hiring Test Strategies
6. Professional Interviewing
7. Mock Interview

Attend any of our **FREE EST** workshops to help better prepare you for that next journey! CSTB's EST workshops count toward claiming your unemployment compensation in lieu of reporting your five job searches for the week. Contact CSTB staff to see how. As you begin your career pathway for your new or next career, gain a competitive edge by participating in trainings designed to help you succeed in the workforce.

Due to COVID the max Capacity for **in-person sessions will be 10 people*

VIRTUAL WORKSHOP REGISTRATION:

All customers ***must have a basic profile on www.EmployFlorida.com*** to request workshop registration. To register for a virtual class, you will need to click on the workshop of your selection and complete your registration of the workshop. Once you complete your registration for the workshop, a **ZOOM** confirmation will be emailed to you.

IN-PERSON WORKSHOP REGISTRATION:

All customers ***must have a basic profile on www.EmployFlorida.com*** to request workshop registration. To register for an in-person class you will need to email Tampaworkshops@careersourcectb.com the following required information:

- Name and Telephone
- Title of Workshop
- Date of Workshop
- Time of Workshop

Workshop Title	Length (Hours)	Workshop Summary
Basic Computer Skills	2.0	Partake in hands-on basic training for computer operation. Learn how to use a mouse, move objects across a screen, and improve your typing skills.
Breaking Barriers	2.0	Learn to identify common barriers to employment and how to deal with those barriers on job applications, resumes and interviews.
Career Mapping	1.5	Where does your career path lead? Learn about the MANY resources available, at no cost, to help you determine your next steps!
Choosing the Right Employer	2.0	What should we consider when we look for new employers? Learn about some key attitudes and approaches for selecting the right employer for you.
Dress for Success	1.0	Discuss the importance of your appearance and dressing for success for the interview and in the workplace.
Employment Success	1.5	Discuss workforce changes, employer expectations, pitfalls and how to handle conflicts at work. Learn how to continue developing skills that can lead to promotions and other job opportunities.
Employment Transition	2.0	Are you ready for the changing workplace? Learn how to reinvent yourself, use transferable skills and perhaps go back to school for that new job or career.
Hiring-Test Strategies	1.5	Learn about the growing practice of employers' requiring online tests as part of the employment process and hear about different strategies for dealing with them.
Job Search Computer Skills	1.5	Navigating the internet is essential in successful job searching. In this workshop, learn how to upload & download documents, along with attaching files to an email and other job searching skills.
LinkedIn: Getting Started & Beyond	2.0	Need a LinkedIn profile or information on improving your existing profile? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn.
Marketing Yourself	1.5	Improve your professional image by learning how to make the best elevator speech and social media presence.
Mock Interview*	1.5	Attend this workshop and receive an opportunity to practice for an <i>interview</i> and receive feedback. <i>*Pre-registration Required-First & Candidates only.</i>
Modern Day Job Search-Mature Workers	1.5	Discover key tips on fighting ageism and resources to finding companies and websites that are looking for mature workers.
Navigating Employ Florida (EF)	1.5	Learn how to navigate through the EF website features such as resume builder, job search, creating a virtual job recruiter and more.
Professional Communication	1.5	How do people communicate, and how should we best communicate in professional settings? Learn about some excellent communication practices in professional settings.
Professional Interviewing Skills**	2.0	Learn what interviews are all about and how to prepare for a successful interview. Discussions will include various types of interviews, common interview questions, and what to do before, during and after an interview. <i>**Material de la presentación disponible en Español</i>
Resume Development**	2.5	The resume is important in today's job search. Understand the purpose of a resume, how to target your resume for each job and the different types of resumes. <i>**Material de la presentación disponible en Español</i>
Surviving a Layoff	1.0	You've been laid off...now what? Explore job loss, how to cope with the new changes and tips for starting over.

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