

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

BRANDON-DECEMBER 2021

| | Monday | Tuesday | Wednesday | Thursday |
|--|--|--|--|---|
| | | | Dress for Success 9:00am – 10:00am Virtual | Job Search Computer Skills 9:00am – 11:00am In-Person Brandon |
| | | | Career Mapping 2:00pm – 3:30pm Virtual | Resume Development 2:00pm – 4:30pm Virtual |
| | 6 | Professional Interviewing Skills 9:00am – 11:00am Virtual | Breaking Barriers 9:00am – 11:00am Virtual | Basic Computer Skills 9:00am – 10:30am In-Person Brandon |
| | Career Mapping 2:00pm – 4:00pm In-Person Brandon | Navigating Employ Florida 2:00pm – 3:30pm Virtual | Choosing the Right Employer 2:00pm – 4:00pm Virtual | Marketing Yourself 2:00pm – 3:30pm Virtual |
| | 13 | Career Mapping 9:00am – 10:30am Virtual | Surviving a Layoff 9:00am – 10:00am Virtual | Job Search Computer Skills 9:00am – 11:00am In-Person Brandon |
| | Modern Day Job Search for Mature Workers 2:00pm – 4:00pm In-Person Brandon | Mock Interviews 2:00pm – 3:30pm Virtual | LinkedIn 2:00pm – 4:00pm Virtual | Professional Interviewing Skills 2:00pm – 4:00pm Virtual |
| | 20 | Breaking Barriers 9:00am – 11:00am Virtual | Labor Market Information 9:00am – 10:30am Virtual | Basic Computer Skills 9:00am – 10:30am In-Person Brandon |
| | Hiring Test Strategies 2:00pm – 3:30pm In-Person Brandon | Professional Communication 2:00pm – 3:30pm Virtual | Employment Transition 2:00pm – 4:00pm Virtual | Employment Success 2:00pm – 3:30pm Virtual |
| | 27 | Marketing Yourself 9:00am – 10:30am Virtual | Modern Day Job Search for Mature Workers 9:00am – 10:30am Virtual | Mock Interviews 9:00am – 11:00am In-Person Brandon |
| | No Classes | Dress for Success 2:00pm – 3:00pm Virtual | Choosing the Right Employer 2:00pm – 3:30pm Virtual | Surviving a Layoff 2:00pm – 3:00pm 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 25 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@careersourcefb.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. |
| Labor Market Information (LMI) | 1.5 | Discover the importance of using LMI in your job search and new career! Learn the hot occupations and industries using national, local, and state websites. |
| 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 Interviews* | 1.5 | Attend this workshop and receive an opportunity to practice for an <i>interview</i> and receive feedback. <i>*Pre-registration Required-First 8 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. |