

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

BRANDON-APRIL 2022

	Monday	Tuesday	Wednesday	Thursday	Friday
					1 No Classes
	4 <u>Employment Success</u> 2:00pm-3:30pm <u>Virtual</u>	5 Virtual Interviews 9:00am-10:30am In-Person Brandon <u>Career Mapping</u> 2:00pm-3:30pm <u>Virtual</u>	6 <u>Creating an Effective Cover Letter</u> 9:00am-10:30am <u>Virtual</u> Basic Computer Skills 2:00pm-3:30pm In-Person Brandon	7 <u>Professional Communication</u> 9:00am-10:30am <u>Virtual</u>	8 No Classes
	11 <u>Choosing the Right Employer</u> 2:00pm-3:30pm <u>Virtual</u>	12 <u>Modern Day Job Search for Mature Workers</u> 9:00am-10:30am <u>Virtual</u> Professional interviewing 2:00pm-4:00pm In-Person Brandon	13 Creating an Effective Cover Letter 9:00am-10:30am In-Person Brandon Virtual Interviews 2:00pm-3:30pm <u>Virtual</u>	14 <u>Surviving a Layoff</u> 2:00pm-3:00pm <u>Virtual</u>	15 No Classes
	18 <u>Dress for Success</u> 2:00pm-3:00pm <u>Virtual</u>	19 Resume Development 9:00am-11:00am In-Person Brandon <u>Career Mapping</u> 2:00pm-4:00pm <u>Virtual</u>	20 <u>Job Search Strategies in a Virtual World</u> 9:00am-10:30am <u>Virtual</u> Job Search Computer Skills 2:00pm-3:30pm In-Person Brandon	21 <u>Resume Development</u> 9:00am-11:00am <u>Virtual</u>	22 No Classes
	25 <u>Employment Transition</u> 2:00pm-4:00pm <u>Virtual</u>	26 <u>Professional Interviewing</u> 9:00am-11:00am <u>Virtual</u> Job Search Strategies in a Virtual World 2:00pm-3:30pm In-Person Brandon	27 Creating an Effective Cover Letter 9:00am-10:30am In-Person Brandon <u>Breaking Barriers</u> 2:00pm-4:00pm <u>Virtual</u>	28 <u>Hiring-Test Strategies</u> 2:00pm-3:30pm <u>Virtual</u>	29 No Classes

EMPLOYABILITY SKILLS TRAINING WORKSHOP CALENDAR

6302 E Dr Martin Luther King Jr Blvd, Suite 120, Tampa, FL 33619

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. Online calendars for the four CSTB centers can be accessed by using this link:

<https://www.careersourcetampabay.com/job-seekers/job-search/employability-skills-training/>

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@careersourcetb.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	1.5	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.
Creating an Effective Cover Letter	1.5	Learn the dos and don'ts of one of the most essential parts of an effective cover letter by looking at examples of good and bad cover letters.
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.
Job Search Strategies in a Virtual World	1.5	Discover how to navigate online job searching by learning about best practices regarding searching by keywords, using the best sites, and personal branding.
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.
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. **Material de la presentación disponible en Español
Resume Development**	2.0	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. **Material de la presentación disponible en Español
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.
Virtual Interviews	1.5	Learn about new pitfalls and best practices for virtual interviews so that you can be ready for this increasingly common phenomenon!