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

TAMPA-APRIL 2022

EMPLOYABILITY SKILLS TRAINING WORKSHOP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Surviving a Layoff 9:00am-10:00am In-Person Tampa
4 Resume Development 9:00am-11:00am In-Person Tampa Employment Success 2:00pm-3:30pm Virtual	**5** Professional Interviewing 9:00am-11:00am Virtual Career Mapping 2:00pm-3:30pm Virtual	**6** Creating an Effective Cover Letter 9:00am-10:30am Virtual Modern Day Job Search for Mature Workers 2:00pm-3:30pm Virtual	**7** Professional Communication 9:00am-10:30am Virtual Dress for Success 2:00pm-3:00pm In-Person Tampa	**8** Marketing Yourself 9:00am-10:30am In-Person Tampa
11 Virtual Interviews 9:00am-10:30am In-Person Tampa Choosing the Right Employer 2:00pm-3:30pm Virtual	**12** Modern Day Job Search for Mature Workers 9:00am-10:30am Virtual Navigating Employ Florida 2:00pm-3:30pm Virtual	**13** Employment Transition 9:00am-11:00am Virtual Virtual Interviews 2:00pm-3:30pm Virtual	**14** Job Search Strategies in a Virtual World 9:00am-10:30am In-Person Tampa Surviving a Layoff 2:00pm-3:00pm Virtual	**15** Career Mapping 9:00am-10:30am In-Person Tampa
18 Professional Interviewing 9:00am-11:00am In-Person Tampa Dress for Success 2:00pm-3:00pm Virtual	**19** Breaking Barriers 9:00am-11:00am Virtual Career Mapping 2:00pm-4:00pm Virtual	**20** Job Search Strategies in a Virtual World 9:00am-10:30am Virtual Choosing the Right Employer 2:00pm-3:30pm Virtual	**21** Resume Development 9:00am-11:00am Virtual LinkedIn 2:00pm-3:30pm In-Person Tampa	**22** Creating an Effective Cover Letter 9:00am-10:30am In-Person Tampa
25 Modern Day Job Search for Mature Workers 9:00am-10:30am In-Person Tampa Employment Transition 2:00pm-4:00pm Virtual	**26** Professional Interviewing 9:00am-11:00am Virtual Dress for Success 2:00pm-3:00pm Virtual	**27** Professional Communication 9:00am-10:30am Virtual Breaking Barriers 2:00pm-4:00pm Virtual	**28** Basic Computer Skills 9:00am-10:30am In-Person Tampa Hiring-Test Strategies 2:00pm-3:30pm Virtual	**29** Navigating Employ Florida 9:00am-10:30am In-Person Tampa

9215 N. Florida Ave., Suite 101, Tampa, FL 33612

*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*

CareerSource TAMPA BAY

CareerSourceTampaBay.com

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!