



CareerSourceTampaBay.com

A proud partner of the AmericanJobCenter® network

# JANUARY 2018

CAREER PREP Center – (813) 419-5311  
2605 North 43<sup>rd</sup> St, Tampa, FL 33605

## Employability Skills Training

	Monday	Tuesday	Wednesday	Thursday	Friday
1	<b>CLOSED</b>	2	3	4 <b>Breaking Barriers</b> 9:00am-11:00am	5
8		9	10	11 <b>LinkedIn: Getting Started &amp; Beyond</b> 9:00am-11:00am	12
15	<b>CLOSED</b>	16	17	18 <b>Resume Development</b> 9:00am-11:00am	19
22		23	24	25 <b>Professional Development</b> 9:00am – 11:30am	26
29		30	31		

**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. Attend any of our complimentary Employability Skill Training workshops to help better prepare you for that next journey!**

Workshop Title	Duration (Hrs.)	Workshop Summary
Basic Computers	2.0	Learn the basic functions of a computer, including hands on tutorials for using a mouse and keyboard.
Basic Financial Literacy	2.0	Living within a financial crisis? Designed for individuals with a variety of financial goals including setting up financial plan of action, reviewing your personal and household spending when funds are tight. How credit impacts you.
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	Learn about the <b>MANY</b> resources available, at no cost, to help you determine your next steps!
Computer Skills for your Resume	2.0	Learn how to create and format a document using Microsoft Word. <b><i>This hands on workshop is for those who already have basic computer skills.</i></b>
Job Power	2.0	Power your job search with this seminar! Topics include: changes in the employment market, the hidden job market, skills employers are looking for and dealing with the stress of being unemployed.
Job Search Computer Skills	2.0	Navigating the internet is essential in successful job searching. Learn how to complete an online job application, upload and download documents, along with attaching files to an email and other job searching skills.
Labor Market Information	2.0	Learn the importance of using LMI in your job search and new career! Discover the hot occupations and industries using websites such as BLS.gov and CareerOneStop.org.
LinkedIn: Getting Started & Beyond	2.0	Need a LinkedIn profile, information on improving your existing profile and a complete overhaul of your profile? Then this hands-on workshop is right for you! Opportunity to optimize your job search via LinkedIn.
Navigating EmployFlorida Marketplace	1.5	Learn how to navigate through EFM website features such as job search, resume builder, virtual recruiter and more.
Professional Interviewing Skills	2.5	Learn what interviews are all about and how to prepare for a successful interview. Discussions will include various types of interviews, common interview questions, along with what to do before, during and after an interview.
Resume Development	2.0	The resume is important in today's job search. Understand what a resume is, how to target your resume and the different types of resumes.
Surviving a Layoff	1.5	You've been laid off...now what? Exploring job loss, how to cope with the new changes and tips for starting over.

All customers ***must have a basic EmployFlorida Marketplace (EFM) profile*** to request workshop registration. Walk in customers will be accepted if seating is available. No one will be admitted to a workshop 10 minutes after the start time. Send the following information to the designated email address based on the location of the workshop requested:

**Information required:**

**Name and telephone number**

**Name of workshop**

**Date of workshop**

**Time of workshop**

**Designated email address:**

[tampaworkshops@careersourcetampabay.com](mailto:tampaworkshops@careersourcetampabay.com)

[brandonworkshops@careersourcetampabay.com](mailto:brandonworkshops@careersourcetampabay.com)

[ruskinworkshops@careersourcetampabay.com](mailto:ruskinworkshops@careersourcetampabay.com)

[cpcworkshops@careersourcetampabay.com](mailto:cpcworkshops@careersourcetampabay.com)



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CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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