



CareerSourceTampaBay.com

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**MAY 2018 — BRANDON CENTER**

**(813) 930-7832, 9350 Bay Plaza Blvd, Suite 121, Tampa, FL 33619**

*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 Skills Training workshops to help better prepare you for that next journey!*

| Employability Skills Training | Monday   | Tuesday | Wednesday   | Thursday | Friday   |
|-------------------------------|--|---------|---|----------|--|
|                               |  | 1       | 2<br><b>Employment Success</b><br>9:00am-11:00am<br><hr/> <b>Dress for Success</b><br>2:00pm-3:00pm         | 3        | 4<br><br><b>Basic Computers</b><br>2:00pm-4:00pm                         |
|                               | 7<br><b>Professional Interviewing</b><br>9:00am-11:30am<br><hr/> <b>Job Power</b><br>2:00pm-4:00pm   | 8       | 9<br><b>Resume Development</b><br>9:00am-11:00am<br><hr/> <b>Employment Transition</b><br>2:00pm-4:00pm     | 10       | 11<br><br><b>Job Search Computer Skills</b><br>2:00pm-4:00pm             |
|                               | 14<br><b>Breaking Barriers</b><br>9:00am-11:00am<br><hr/> <b>Employment Success</b><br>2:00pm-4:00pm | 15      | 16<br><b>Navigating EmployFlorida</b><br>9:00am-10:30am<br><hr/> <b>Surviving a Layoff</b><br>2:00pm-3:30pm | 17       | 18<br><br><b>Career Mapping</b><br>2:00pm-3:30pm                         |
|                               | 21<br><b>Resume Development</b><br>9:00am-11:00am<br><hr/> <b>Dress for Success</b><br>2:00pm-3:00pm | 22      | 23<br><b>Job Power</b><br>9:00am-11:00am<br><hr/> <b>Professional Interviewing</b><br>2:00pm-4:30pm         | 24       | 25<br><br><b>LinkedIn: Getting Started &amp; Beyond</b><br>2:00pm-4:00pm |
|                               | 28<br><br><b>CLOSED</b>  | 29      | 30<br><b>Employment Transition</b><br>9:00am-11:00am<br><hr/> <b>Breaking Barriers</b><br>2:00pm-4:00pm     | 31       |  |

| Workshop Title                     | Duration (Hrs.) | Workshop Summary  | Comments     |
|------------------------------------|-----------------|---|--------------|
| Basic Computers                    | 2.0             | Learn the basic functions of a computer, including hands on tutorials for using a mouse and keyboard.   | Computer Lab |
| Basic Financial Literacy           | 2.0             | 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             | Where does your career path lead? Learn about the <b>MANY</b> resources available, at no cost, to help you determine your next steps!   |              |
| Computer Skills (Resume)           | 2.0             | Learn how to create and format a document using Microsoft Word. <b><u>This hands-on workshop is for those who already have basic computer skills.</u></b>   | Computer Lab |
| Dress For Success                  | 1.0             | Discuss the importance of your appearance and dressing for success for the interview and in the workplace.  |              |
| Employment Success                 | 2.0             | 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.   |              |
| 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. In this workshop, learn how to upload and download documents (including EF resume and cover letter), along with attaching files to an email and other job searching skills. | Computer Lab |
| Labor Market Information (LMI)     | 2.0             | 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 such as BLS.gov and CareerOneStop.org, EmployFlorida (EF) and FREIDA.               |              |
| 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. <b><u>You should have basic computer skills to attend.</u></b> | Computer Lab |
| Navigating EmployFlorida           | 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 Interviewing          | 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 the purpose of a resume, how to target your resume for each job and the different types of resumes.   |              |
| Surviving a Layoff                 | 1.5             | You've been laid off...now what? Explore job loss, how to cope with the new changes and tips for starting over.   |              |

All customers **must have a basic EmployFlorida (EF) 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 required information to the designated email address based on the location of the workshop requested.

**Information required:**

Name and telephone  
Name of workshop  
Date of workshop  
Time of workshop

**Designated email address:**

tampaworkshops@careersourcetampabay.com  
brandonworkshops@careersourcetampabay.com  
ruskinworkshops@careersourcetampabay.com  
cpcworkshops@careersourcetampabay.com



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.