



CareerSourceTampaBay.com

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August 2020 — **Employability Skills Training Virtual Workshops Calendar**

Attend any of our **FREE** EST virtual workshops to help better prepare you for that next journey! CSTB's EST virtual 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.

EMPLOYABILITY SKILLS TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
3 <hr/> Professional Interviewing 9:00am-11:00am <hr/> Modern Day Job Search for Mature Workers 2:00pm-3:30pm	4	5 <hr/> Job Power 9:00am-11:00am <hr/> Resume Development 2:00pm-4:00pm	6	7 <hr/> Employment Transition 9:00am-11:00am <hr/> Preparing for A Virtual Job Fair 2:00pm-4:00pm
10 <hr/> Labor Market Information 9:00am-10:30am <hr/> Breaking Barriers 2:00pm-4:00pm	11	12 <hr/> Resume Development 9:00am-11:00am <hr/> Professional Interviewing 2:00pm-4:00pm	13	14 <hr/> Preparing for A Virtual Job Fair 9:00am-11:00am <hr/> Surviving A Layoff 2:00pm-3:30pm
17 <hr/> Navigating EmployFlorida 9:00am-10:30am <hr/> Employment Success 2:00pm-4:00pm	18	19 <hr/> Surviving A Layoff 9:00am-10:30am <hr/> Preparing for A Virtual Job Fair 2:00pm-4:00pm	20	21 <hr/> Professional Interviewing 9:00am-11:00am <hr/> Resume Development 2:00pm-4:00pm
24 <hr/> Job Power 9:00am-11:00am <hr/> Preparing for A Virtual Job Fair 2:00pm-4:00pm	25	26 <hr/> Career Mapping 9:00am-10:30am <hr/> Dress for Success 2:00pm-3:00pm	27	28 <hr/> Modern Day Job Search for Mature Workers 9:00am-10:30am <hr/> Resume Development 2:00pm-4:00pm
31 <hr/> Employment Success 9:00am-11:00am <hr/> Professional Interviewing 2:00pm-4:00pm				

Workshop Title	Length (Hours)	Workshop Summary
Basic Computers**	2.0	Learn the basic functions of a computer, including hands on tutorials for using a mouse and keyboard. **Material de la presentación disponible en Español
Basic Financial Literacy	2.0	Housing & Education Alliance brings a variety of topics, i.e., setting up financial plan of action, reviewing your personal and household spending with a discussion on 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 MANY 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. *Must have basic computer skills and knowledge of Microsoft Word.
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 workshop! 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	1.5	Navigating the internet is essential in successful job searching. In this workshop, learn how to upload and 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.
Mock Interviews*	2.0	Attend this workshop and receive an opportunity to practice for an <i>interview</i> and receive feedback. *Pre-registration Required-First 8 Candidates only.
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 EmployFlorida (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.
Preparing for A Virtual Job Fair – New Workshop	2.0	Lights, camera, action! Learn how to connect with potential employers with a Virtual Job Fair Platform. How webinars are structured from registering, preparing, setup to finish.
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, 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	1.5	You've been laid off...now what? Explore job loss, how to cope with the new changes and tips for starting over.

EST VIRTUAL WORKSHOP REGISTRATION:

All customers **must have a basic profile on www.EmployFlorida.com** to request workshop registration. Once your EmployFlorida.com registration is verified by CSTB staff, a **ZOOM** invite will be emailed to you.

WORKSHOP REGISTRATION:

Required information:

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

Designated email address:

tampaworkshops@careersourcetb.com
brandonworkshops@careersourcetb.com
ruskinworkshops@careersourcetb.com
plantcityworkshops@careersourcetb.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.